



**CITY OF CLOQUET
City Council Agenda
AMENDED
Tuesday, October 17, 2017
7:00 p.m.
City Hall Council Chambers**

CITY COUNCIL WORK SESSION

- 5:30 Sappi Log Storage Discussion
- 6:00 PLA Discussion
- 6:30 Police Chief Hiring Discussion

Roll Call.

2. **Pledge of Allegiance.**

3. **Approval of Agenda.**

- a. Approval of October 17, 2017 Council Agenda

4. **Approval of Council Minutes.**

- a. Work Session Minutes from the October 3, 2017 meeting
- b. Regular Council Minutes from the October 3, 2017 meeting

5. **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. 17-83, Authorizing the Payment of Bills
- b. Resolution No. 17-84, Waiver of City Code Section 6.2.33, Subd. 3 Related to Hours of Sunday Sales of On-Sale Intoxicating Liquor

6. **Public Hearings.**

None.

7. **Presentations.**

- a. Mayor's Proclamation, the week of October 23rd as Manufacturing Week in the City of Cloquet



**CITY OF CLOQUET
City Council Agenda
AMENDED
Tuesday, October 17, 2017
7:00 p.m.
City Hall Council Chambers**

8. Council Business.

- a. Acceptance of Downtown Cloquet Revitalization Strategy
- b. Authorization to Hire Police Officer
- c. Appointment of Administrative Police Secretary

9. Public Comments.

Please give your name, address, and your concern or comments. Visitors may share their concerns with the City Council on any issue, which is not already on the agenda. Each person will have 3 minutes to speak. The Mayor reserves the right to limit an individual's presentation if it becomes redundant, repetitive, irrelevant, or overly argumentative. All comments will be taken under advisement by the Council. No action will be taken at this time.

10. Council Comments, Announcements, and Updates.

11. Closed Meeting

The City Council may adjourn into a closed meeting as permitted under M.S. 13D.03, Subd 1(b) for the purpose of discussing the pending labor negotiations with the Teamsters.

- a. Teamsters Labor Contract Agreement

12. Adjournment.



STATE OF MINNESOTA

OFFICE OF THE ATTORNEY GENERAL

September 13, 2017

SUITE 1800
445 MINNESOTA STREET
ST. PAUL, MN 55101-2134
TELEPHONE: (651) 297-2040

Mr. William T. Helwig, Esq.
Cloquet City Attorney's Office
Rudy, Gassert, Yetka, Pritchett & Helwig, P.A.
813 Cloquet Avenue
Cloquet, MN 55720

Re: Request for Legal Opinion

Dear Mr. Helwig:

I thank you for your letter received July 26, 2017, requesting a legal opinion on behalf of the City of Cloquet ("City").

Background

You state that, on May 2, 2017, the City enacted Ordinance 465A ("Ordinance"), which requires that project labor agreements ("PLAs") be used on "city construction projects" with total construction costs of \$175,000 or more. "Project" is defined to include both construction work performed under contract with the City and "work performed where the City provides any financial assistance or payment (including but not limited to Contract payments, grants, loans, loan guaranties, tax increment financing, tax abatements, tax payments, lease payments, loan payments, contract for deed payments or revenue for bonds)." You believe that the City may require a PLA on city-owned projects but question whether the City may require a PLA on private projects for which it provides financial assistance.

Discussion

I should note that your request falls outside the types of matters on which this Office generally renders legal opinions. *See* Op. Atty. Gen. 629a (May 9, 1975) (copy attached). For example, it has been the longstanding policy of this Office that legal opinions are generally not rendered on the validity of a local ordinance. *Id.* It has similarly long been the general policy of this Office not to render legal opinions on the preemption of state or local regulations by federal law, since we may be called upon to defend state laws against federal preemption. *See id.* That said, I can point you in the following direction to help inform your analysis:

First, the National Labor Relations Act, 29 U.S.C. §§ 151-69 is a federal law that regulates collective bargaining by labor unions. The NLRA has a preemption provision that, generally speaking, "prevent[s] a state or local government from regulating in the area of collective bargaining, but not from acting as a purchaser in the area." *Queen City Const., Inc. v.*

William T. Helwig, Esq.

September 13, 2017

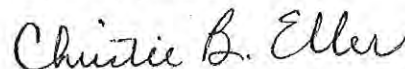
Page 2

City of Rochester, 604 N.W.2d 368, 373 (Minn. Ct. App. 1999) (citing *Bldg. & Constr. Trades Council v. Assoc. Builders & Contractors*, 507 U.S. 218 (1993) (“*Boston Harbor*”)), *rev. denied* (Minn. 2000). The courts have held that as a private purchaser of services or proprietor, a government entity may enter into agreements to satisfy its own contracting needs, such as avoiding the cost of contract delays and ensuring the availability of skilled labor. *Id.* at 374-75; *Boston Harbor*, 507 U.S. at 229, 231. Where the government acts as the owner of a construction project, courts have upheld the imposition of a PLA requirement. *Boston Harbor*, 507 U.S. at 231.

Second, the opinion previously rendered by this Office on this topic, which you cite in your letter, is nearly 25 years old. *See* Op. Att’y Gen. 707a (July 27, 1993). Since that opinion was issued over two decades ago, there have been several cases decided by courts in other jurisdictions that may be helpful to the City and where courts have substantially expanded the permissible scope of PLAs under the NLRA. For example, in *Central Iowa Building & Construction Trades Council v. Branstad*, 2011 WL 4004652, at *9 (S.D. Iowa Sept. 7, 2011), the court held that a determination by a government entity as to when to require a PLA on government projects was not preempted because the determination was made on an “across-the-board” basis as opposed to an individual “case-by-case” basis. In *Hotel Employees & Restaurant Employees Union, Local 57 v. Sage Hospitality Resources*, 390 F.3d 206, 216-18 (3d Cir. 2004), the court concluded that a city’s requirement that a private party to a TIF-funded hotel construction project sign a labor neutrality agreement was not preempted by the NLRA. In that case, the court found the city was a “partner” in the proprietary interest of the redevelopment authority, which itself had a proprietary financial interest in the TIF development project. *Id.* at 216. In *Northern Illinois Chapter of Assoc. Builders & Contractors v. Lavin*, 431 F.3d 1004, 1006-07 (7th Cir. 2005), the court found that the a state statute conditioning the issuance of state grants for construction and renovation of renewable-fuel plants on the existence of a PLA was not preempted by the NLRA. I hope these cases are helpful to you in your review of the matter.

I thank you again for your correspondence.

Very truly yours,



CHRISTIE B. ELLER
Deputy Attorney General

(651) 757-1440 (Voice)
(651) 297-1235 (Fax)

Enc.: Op. Atty. Gen. 629a (May 9, 1975)

cc: ✓ Hon. Dave Hallback, Mayor, City of Cloquet

Opinions of the Attorney General

Hon. WARREN SPANNAUS

ATTORNEY GENERAL: OPINIONS OF: Proper subjects for opinions of Attorney General discussed.

Thomas M. Sweeney, Esq. May 9, 1975
Blaine City Attorney 629-a
2200 American National Bank Building (Cr. Ref. 13)
St. Paul, Minnesota 55101

In your letter to Attorney General Warren Spannaus, you state substantially the following

FACTS

At the general election in November 1974 a proposal to amend the city charter of Blaine was submitted to the city's voters and was approved. The amendment provides for the division of the city into three election districts and for the election of two council members from each district. It also provides that the population of each district shall not be more than 5 percent over or under the average population per district, which is calculated by dividing the total city population by three. The amendment also states that if there is a population difference from district to district of more than 5 percent of the average population, the charter commission must submit a redistricting proposal to the city council.

The Blaine Charter Commission in its preparation and drafting of this amendment intended that the difference in population between election districts would not be more than 5 percent over or under the average population for a district. Therefore, the maximum allowable difference in population between election districts could be as great as 10 percent of the average population.

You then ask substantially the following

QUESTION

Does the Blaine City Charter, as amended, permit a maximum population difference between election districts of 10 percent of the average population per district?

OPINION

The answer to this question depends entirely upon a construction of the Blaine City Charter. No question is presented concerning the authority to adopt this provision or involving the application or interpretation of state statutory provisions. Moreover, it does not appear that the provision is commonly found in municipal charters so as to be of significance to home rule charter cities generally. See Minn. Stat. § 8.07 (1974), providing for the issuance of opinions on questions of "public importance."*

* Minn. Stat. § 8.07 (1974) lists those officials to whom opinions may be issued. That section provides as follows:

The attorney general on application shall give his opinion, in writing, to county, city, town attorneys, or the attorneys for the board of a school district or unorganized territory on questions of public importance; and on application of the commissioner of education he shall give his opinion, in writing, upon any question arising under the laws relating to public schools. On all school matters such opinion shall be decisive until the question involved be decided otherwise by a court of competent jurisdiction.

See also Minn. Stat. §§ 8.05 (regarding opinions to the leg-

IN THIS ISSUE		
Subject	Op. No.	Dated
ATTORNEY GENERAL: Opinions Of.	629-a	5/9/75
COUNTY: Pollution Control: Solid Waste.	125a-68	5/21/75

In construing a charter provision, the rules of statutory construction are generally applicable. See 2 McQuillin, Municipal Corporations § 9.22 (3rd ed. 1966). The declared object of statutory construction is to ascertain and effectuate the intention of the legislature. Minn. Stat. § 645.16 (1974). When the words of a statute are not explicit, the legislature's intent may be ascertained by considering, among other things, the occasion and necessity for the law, the circumstances under which it was enacted, the mischief to be remedied, and the object to be attained. *Id.*

Thus, an interpretation of a charter provision such as that referred to in the facts would require an examination of a number of factors, many of which are of a peculiarly local nature. Local officials rather than state officials are thus in the most advantageous position to recognize and evaluate the factors which have to be considered in construing such a provision. For these reasons, the city attorney is the appropriate official to analyze questions of the type presented and provide his or her opinion to the municipal council or other municipal agency. The same is true with respect to questions concerning the meaning of other local legal provisions such as ordinances and resolutions. Similar considerations dictate that provisions of federal law generally be construed by the appropriate federal authority.

For purposes of summarizing the rules discussed in this and prior opinions, we note that rulings of the Attorney General do not ordinarily undertake to:

- (1) Determine the constitutionality of state statutes since this office may deem it appropriate to intervene and defend challenges to the constitutionality of statutes. See Minn. Stat. § 555.11 (1974); Minn. R. Civ. App. P. 144; Minn. Dist Ct. (Civ.) R 24.04; Op. Atty. Gen. 733G, July 23, 1945.
- (2) Make factual determinations since this office is not equipped to investigate and evaluate questions of fact. See, e.g., Ops. Atty. Gen. 63a-11, May 10, 1955 and 121a-6, April 12, 1948.
- (3) Interpret the meaning of terms in contracts and other agreements since the terms are generally adopted for the purpose of preserving the intent of the parties and construing their meaning often involves factual determinations as to such intent. See, Op. Atty. Gen. 629-a, July 25, 1973.
- (4) Decide questions which are likely to arise in litigation which is underway or is imminent, since our opinions are advisory and we must defer to the judiciary in

islature and legislative committees and commissions and to state officials and agencies) and 270.09 (regarding opinions to the Commissioner of Revenue).

MINNESOTA LEGAL REGISTER

Published monthly and containing all Opinions
of the Minnesota Attorney General

Published by The Progress-Register

200 Upper Midwest Bldg., Minneapolis, Mn. 55401

Sold only in combination with The Progress-
Register (weekly) at \$15.00 per year in Min-
nesota. Out-of-state \$16.00 per year. Payable
in advance. Binder and index service included.

Second-class postage paid at Minneapolis, Mn.

such cases. See Ops. Atty. Gen. 519M, Oct. 18, 1956, and 196n, March 30, 1951.

(5) Decide hypothetical or moot questions. See Op. Atty. Gen. 519M, May 8, 1951.

(6) Make a general review of a local ordinance, regulation, resolution or contract to determine the validity thereof or to ascertain possible legal problems, since the task of making such a review is, of course, the responsibility of local officials. See Op. Atty. Gen. 477b-14, Oct. 9, 1973.

(7) Construe provisions of federal law. See textual discussion *supra*.

(8) Construe the meaning of terms in city charters and local ordinances and resolutions. See textual discussion *supra*.

We trust that the foregoing general statement on the nature of opinions will prove to be informative and of guidance to those requesting opinions.

WARREN SPANNAUS, Attorney General
Thomas G. Mattson, Assist. Atty. Gen.



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: October 17, 2017

ITEM DESCRIPTION: Police Chief Hire Discussion

Background/Overview

The City has had an Interim Police Chief since March 16th. The Council has waited to decide on how to move forward until I started. Because of the importance of this position it is time for the Council to discuss and provide direction on how to proceed. There are three options for the Council to discuss:

1. Begin an open search for a new Police Chief. The last search used a consultant and cost \$16,500. The City could again use a consultant or handle in house. Either way the process will take roughly 4 months.
2. Do an internal only hiring process. If the Council feels that there are potentially multiple candidates currently in the Department the City could post internally only. This will take roughly 2 months.
3. Remove the Interim tag and appoint Jeff Palmer as Chief. If the Council feels that Interim Chief Palmer has met their expectations in performing the duties as Police Chief they can appoint him to the position. Note that this will still include the standard one year probationary period.

Because of my short tenure I cannot provide a recommendation. I can say that if the Council decides to move forward with option 3, I will have ample time to work with Interim Chief Palmer during his probationary period and will assist in his making a successful transition to Chief.

Supporting Documentation Attached

- Interim Chief Palmer letters of support.



Judge Dale A. Wolf
Sixth Judicial District
P.O. Box 190, Courthouse
Carlton, MN 55718

Tele: 218.393.3686
dale.a.wolf66@gmail.com

October 10th 2017

Cloquet City Counsel
c/o Aaron Reeves, City Administrator
1307 Cloquet Avenue
Cloquet, MN 55720-1657

Dear Mr. Reeves and City Officials:

Re: position of permanent police chief and Interim Chief Jeff Palmer

I am writing regarding the opening for your upcoming appointment of a permanent chief of police for your fair city. As a young attorney in Cloquet, and then the last four decades serving you and the public on the bench I have had the opportunity to interact with so many of your fine officers, detectives and chiefs. For the past half century, going back to Ben's tenure and before, your city has not had a great number of chiefs. That is because it is usually a long-term commitment on both sides. Thus, the decision you are now faced with requires making the right choice that will be "the correct fit" for this unique time in the police department's history. I believe the combination of vast experience in law enforcement, coupled with the right temperament, leadership ability, his connection to your local schools and citizens -and just as importantly, his strong connection to the rest of the personnel within your police department, make Interim Chief Palmer the obvious selection.

We all know your selection will have a widespread impact on so many facets of the quality of life in your community, both directly in terms of public safety, and indirectly in the way all officers under the new chief view not just their job, but also Cloquet as a governmental institution, their community, and their home.

By way of general introduction about my support of Mr. Palmer's candidacy, let me first indicate that for the past thirty-nine years I have not only served on the trial bench here in Carlton County and elsewhere, but during those same number of years

I have had the pleasure of being on the faculty at the University of Minnesota, Duluth, UWS, and at Fond du Lac Community College.

The courses I have taught over those years have included "Contemporary Issues in Law Enforcement," "Minnesota Statute for Post Candidates," "Community-based Policing," "Small Governments in Minnesota," "Juvenile Delinquency," as well as "Child Protection in Minnesota." During that same time I have been an instructor for our judicial college, the Minnesota Conservation Officers and taught at many other governmental and private sponsored programs.

Turning to my background with Jeff, I have had the pleasure of knowing him and his family for over 15 years. I watched him thrive through his work in our county as a detective, a patrolman, sergeant and now the Interim Chief. But more importantly, in these past many years I have seen him grow and mature as a police officer. I think he was one of those few people who knew from a very early age just exactly what he wanted to do in life.

He brings to the table a working knowledge of all of our county public safety agencies. He is well known by prosecutors as well as defense attorneys as someone who does his homework and he was always well prepared when appearing in cases on behalf of your City and the State of Minnesota. He is highly regarded by not just the other officers in Cloquet, but also current and retired officers from Fond du Lac PD, Carlton County Sheriff's Department, Esko Constable and of course Moose Lake, PD. I also believe he enjoys a good relationship with the State Patrol.

I am told by those he works with shoulder-to-shoulder, that he has demonstrated the needed "calm and collected approach" to the very challenging task of "*problem solving on your feet.*" He certainly has a number of years of actual police experience in a variety of positions. He has investigated and made countless arrests in his law-enforcement role, I know first-hand from the daytime and sometimes late nighttime search warrants he has brought me over so many years.

I have had Interim Chief Palmer in court countless times and he has been a very knowledgeable and effective witness. But much more often I have read the reports he has filed in court and the reports of other police officers that piggybacked on his work. I have come to know a bit about his approach to dealing with citizens and his efforts, trying to be positive and courteous to the citizens. I have garnered from all of these years working with that officer that Jeff sees law enforcement as a true profession and for him, indeed a calling. But I have never seen him view it as "we" vs. "you citizens." That is not what the city needs and his philosophy as the chief will well serve his department and the city as a whole.

Thus, Jeff Palmer brings with him a balance, one that suits Cloquet well. As a father himself, he carries the strong desire and commitment of a true Cloquet citizen to

make your city the best home for not just his family, but the best place it can be for everyone.

Cloquet is not Chicago (thankfully), nor even Duluth. But it is adjacent to the major freeway that intersects not only our county, but our whole state and our country from Texas to Lake Superior and beyond. Sadly, there are no more "small towns" when it comes to the uncertainties and challenges for today's law enforcement agencies. Your new chief of police for can never consider herself or himself too important to not get out of their squad car and pick up a dangerous piece of junk lying in the street. Yet at the same time they have to be skilled enough to be able to meet the new challenges in the next 20+ years by not just new technology, but by the healthy networking with all of the other law enforcement agencies in the entire region.

I hope you have had a chance to learn all of the details of Jeff's vast experience in our county and in his career in law enforcement. When you examine his leadership ability, personality, temperament, problem solving style, and most of all -how he is thought of within the police department and your community, then you will find that Interim Chief Palmer will be that "*right fit*" for a stable future of your/our great city.

Thank you for taking the time to read and consider this letter. I would be happy to answer any specific questions you have or provide more information if you request. Please feel free to contact me by phone or letter.

Very truly yours,

Dale A. Wolf *

Dale A. Wolf
Senior Judge of District Court

DAW/bmc

*electronically signed 10/10/2017



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
509 Carlton Avenue • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
509 Carlton Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
102 14th Street • 218-879-1261 • FAX-879-6941
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX-879-6941
<http://www.cloquet.k12.mn.us>

September 29, 2017

To Whom It May Concern:

This is a letter of support for Jeff Palmer. I have had the pleasure of working with Jeff for the last 17 years in a variety of capacities via interactions with the Cloquet Police department and the Cloquet School District. Jeff has been an officer on call when needed at the schools, police liaison for the schools and recently interim police chief in support of the schools.

When working with Officer Palmer I have found him to be fair minded, up front, and honest when dealing with situations involving the school. His calm demeanor has been particularly appreciated when working with parents and students when emotions and situations are escalated. He is able to bring calm and logic to situations in an effort to bring resolution for participants to move on.

Jeff Palmer has experienced many professional and life experiences that have contributed to his learning and growth into the solid professional he is today. His commitment to the City of Cloquet and Cloquet Schools is evident in his actions. The relationships he has developed with the citizens of Cloquet and the district are important for the ongoing partnerships between the members of each system.

Thank you,

Connie Hyde
Principal
CAAEP Cloquet, MN
chyde@isd94.org
(218) 879-0115

linking school and community to provide Life-Long learning and success for all.



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
302 14th Street • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
509 Carlton Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
509 Carlton Avenue • 218-879-1261 • FAX-878-3013
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX -879-6941
<http://www.cloquet.k12.mn.us>

7/11/2007

To Whom it May Concern:

I am pleased to recommend Mr. Jeff Palmer for police chief for the city of Cloquet. I have had the opportunity to work alongside of him for one year when he was our district's resource officer and over the past 14 years on several occasions in my role as the Cloquet Middle School principal. During this time Mr. Palmer has demonstrated consistent professional discharge of duties as a police officer.

In all my dealings with Mr. Palmer I have found him to be extremely reliable, knowledgeable, and highly professional. He consistently treated all parties involved with dignity and respect; even when he was not being treated with the same dignity and respect that he was demonstrating.

In my opinion, Mr. Palmer's greatest strength might be his ability to relate with and work alongside the many different types of people he has to interact with. It is this ability that helped him to de-escalate the most intense situations while maintaining his position of authority. No doubt as a leader these traits will serve him well.

Finally, through my many conversations with Mr. Palmer, I know he is extremely proud of the men and women he works alongside of and for the Cloquet community for which he serves. I am confident he will treat the office of Police Chief of Cloquet with the same dignity and respect that I have witnessed him treat others with.

Sincerely,

Tom Brenner
Principal, Cloquet Middle School
Email: tbrenner@isd94.org
Phone: 218-879-3328 ext. 2000

Linking school and community to provide life-long learning and success for all.



Independent School District No. 94
Cloquet, Minnesota 55720

Central Administration
302 14th Street • 218-879-6721 • FAX-879-6724
Cloquet Senior High School
1000 18th Street • 218-879-3393 • FAX-879-6494
Cloquet Middle School
509 Carlton Avenue • 218-879-3328 • FAX-879-4175
Churchill Elementary School
515 Granite Street • 218-879-3308 • FAX-879-7034
Washington Elementary School
801 12th Street • 218-879-3369 • FAX-879-3360
Community Education
509 Carlton Avenue • 218-879-1261 • FAX-879-6941
Cloquet Area Alternative Education Programs
302 14th Street • 218-879-0115 • FAX -879-6941
<http://www.cloquet.k12.mn.us>

9/11/17

To Whom It May Concern:

This is a letter of support for Jeff Palmer for Police Chief, City of Cloquet. I've worked with Jeff for the past 16 years in my capacity as the Principal of Cloquet High School. In those years Jeff has been nothing less than professional, efficient, sensitive to the situation and those around him, and a great communicator.

Jeff has come in when needed, quickly ascertained the scenario, connected with the administration, and appropriately dealt with the students or parents in question. Jeff responded without overreacting, yet wasn't hesitant to do what needed to be done. He's been practical, realistic, and effective. He followed up without exception to make sure all loose ends were tied. From the high school's point of view, he got the job done.

One of Jeff's strengths was dealing with people in a fair, calm, yet strong manner, even when they were clearly angry and irrational. He kept his composure and clearly thought through the situation when others around him might not have been.

I've had many conversations with Jeff related to parents, students, and others related to school issues. I have found him to be confidential and truly caring about those he's dealt with. His confidence in the other officers he has worked with comes through loud and clear. He values and trusts his fellow officers.

All of these qualities, and more, will serve Jeff extremely well if he becomes the Police Chief of the city of Cloquet. Please feel free to call with any questions and I would be happy to share my support in whatever manner I can.

Respectfully,

Warren Peterson, Principal
Cloquet High School
218-878-3024
wpeterson@isd94.org



Carlton County Commissioner
District 3
Thomas R. Proulx

Home
36-8th Street
Cloquet, MN 55720
218-348-4288

Courthouse
301 Walnut Ave
Carlton, MN 55718
thomas.proulx@co.carlton.mn.us

July 1, 2017

To whom it may Concern:
RE: Mr. Jeff Palmer

I am writing this letter in support of Officer Jeff Palmer who is an applicant for the position of Chief of Police in the city of Cloquet. I truly believe Mr. Palmer to be a person who is exceptionally prepared for the challenges of serving as the Chief and his significant experience in law enforcement will allow him to make a smooth transition into the position. Jeff has been refreshing to work with both as a Detective and a Sergeant at the Cloquet Police Department. He is sincere, honest, willing to take on any challenge and unafraid to make difficult decisions, and I believe his integrity, humility, and common sense would serve him well as the Chief of Police.

Jeff has displayed to me the skills and personal qualities that would make an exceptional Chief. He is a true unselfish individual who has my utmost respect. If I can be of any further service, please feel free to contact me by e-mail at proulxt@co.carlton.mn.us or by telephone at 218-348-4288. Thank you for your time in this matter

Sincerely,

Thomas R. Proulx

19 July 2017

Cloquet City Council
402 Agate Street
Cloquet, Mn. 55720

Re: Chief of Police, Cloquet, Minnesota

Hello,

I was contacted by Mr. Jeffery Palmer a few weeks ago and asked if I would write a letter of support for his application to become the next Chief of Police for the City of Cloquet. I am a firm believer in promoting from within an organization whenever possible, especially for a position of such importance. Jeff is both knowledgeable and aware of the impact the department can have on the health, welfare, and safety of the community. Jeff brings years of experience to the department and has had the opportunity to work with multiple agencies, ensuring understanding of diverse communities.

At first glance it would seem that Jeff's work experience is only with the City of Cloquet, but if you look beyond the borders you will see his name is attached to many calls of service within the Fond du Lac Reservation, where he collaborated with the Fond du Lac Police Department. When I was a police officer with the reservation he personally assisted me on calls, guiding me to protect and serve with diligence. Along the way he worked hard to build team efforts, to become proficient with Fond du Lac Ordinances and Tribal law, and to coordinate joint efforts.

Jeff is a remarkable individual and a leader both on the job and in the community. Having a person of his background and with his investment in our safety will enhance the quality of life for both the City of Cloquet and for the Fond du Lac Reservation .

I am honored to write this letter of recommendation and hope that you afford Jeffery Palmer the opportunity to fulfill the capacity of Chief of Police for Cloquet.

Miigwech,



Vanessa Lyn Northrup
Reservation Business Committee
Cloquet District 1 Representative



*Fond du Lac Band
of Lake Superior Chippewa*

Vanessa L. Northrup
Cloquet

office phone: 218-878-7515
vanessanorthrup@fdlrez.com

1720 Big Lake Road ♦ Cloquet, MN 55720

OFFICE OF THE CARLTON COUNTY ATTORNEY

317 Walnut Avenue
P.O. Box 300
Carlton, Minnesota 55718-0300

County Attorney
Thomas H. Pertler

Assistant County Attorneys
Michael J. Boese
Jesse D. Berglund
Jeffrey LH Boucher
Nicole L. Ketola
Benjamin J. Ranallo

Telephone: (218) 384-9166
If Busy Call: (218) 384-9168
FAX: (218) 384-9181

Victim/Witness Services
Todd J. Milosevich
(218) 384-9170
Toll Free 1-888-384-9170

September 12, 2017

RE: Letter of Recommendation for Interim Police Chief Jeffrey D. Palmer

To Whom It May Concern:

I submit this letter of recommendation for Interim Police Chief Palmer for the Police Chief position in the City of Cloquet. I am the Carlton County Attorney and have known Jeff and worked with Jeff since he first came to the city of Cloquet as a police officer and worked up the ranks, including Investigator.

During the period of time that I have known and worked with Jeff, both myself and the entire staff have had a very good working relationship with Jeff. He has been, and continues to be a diligent public servant consistently providing my office with accurate and professional reports in support of the investigations and files that he has worked on over the years.

When it comes to court proceedings, Jeff presents as a very reliable and knowledgeable witness and is always well prepared when confronted with cross examination by defense attorneys. He has always been a good witness that I look forward to putting on the stand on behalf of the State of Minnesota and City of Cloquet.

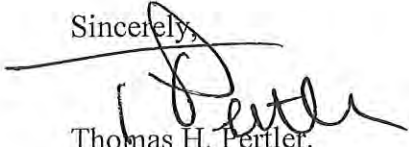
In the period of time Jeff has been the Interim Chief of Police he has continued to maintain routine contact with my office and has demonstrated the administrative and leadership roles that are well suited for a Chief of Police in the City of Cloquet. I always know that I can talk to Jeff with any questions or concerns that may arise with any individual or specific file and he will readily and promptly do whatever is necessary to answer the questions that I may have.

It is my impression that the rest of the police department respects Jeff and they get along well with him and would continue to do so, if he were the duly appointed Chief of Police for the City of Cloquet.

An Equal Opportunity Employer

Because of our close working relationship, I feel the City of Cloquet is well served by an individual such as Jeff that is committed to serve and protect all the residents of the City of Cloquet and work cooperatively with all of the partners in the criminal justice system to ensure that public safety is best served.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Pertler', is written over a horizontal line.

Thomas H. Pertler.
Carlton County Attorney

THP/ej



Saint Louis County

Office of the Sheriff • 2030 Arlington Avenue North Duluth, Minnesota 55811
Patrol, Investigation and Records: (218)336-4360
FAX: (218)336-4370

October 5, 2017

Ross Litman
Sheriff

TO: Mayor Hallback and City Of Cloquet Council Members:

I am writing this letter to you in support of your current Interim Police Chief Jeff Palmer. I have worked with Jeff for the past 22 years in the field of law enforcement. I initially started working with Jeff when he was a patrol officer in the City of Floodwood in 1995; this working relationship continued into his promotion to Police Chief of Floodwood. I was assisted by Jeff on several criminal investigations outside the City of Floodwood where he provided support and intelligence which proved invaluable to the success of the cases.

Jeff and I continued to work together when he was hired as a Detective for the City of Cloquet Police Department. During the 8 years Jeff was a Detective we executed approximately 100 search warrants throughout Carlton and St. Louis Counties for various crimes to include narcotics violations, burglary, homicide, theft, sexual assault, arson and assault. The cases that I worked with Jeff on were charged out in both state and federal court and resulted in countless criminal convictions.

Jeff has proven to have an outstanding working relationship with the surrounding law enforcement agencies, courts, social services and attorneys. Having been promoted into an administrative position with the St. Louis County Sheriff's Office for the past five years in which I supervise 60 people to include licensed and civilian employees, I have a good understanding of what it takes to be a leader in law enforcement and I believe Interim Chief Palmer would make an excellent Police Chief for the City of Cloquet.

I know that Jeff is currently supported by his officers, the public and surrounding law enforcement agencies. Jeff's dedication to law enforcement and public safety is second to none and would make the City of Cloquet a safer place. If you have any questions please feel free to call me.

Thank you,

William Evans
Supervising Deputy
St. Louis County Sheriff's Office
Duluth Duty Station
218-336-4379
evansb@stlouiscountymn.gov

Reply to:

Communication Dept.
2030 Arlington Avenue North
Duluth, MN 55811
Phone: (218) 726-2920
Fax: (218) 726-2923

County Jail
4334 Haines Road
Duluth, MN 55811
Phone: (218) 726-2345
Fax: (218) 725-6134

Emergency Management
5735 Old Miller Trunk Hwy
Duluth, MN 55811
Phone: (218) 625-3969
Fax: (218) 625-3965

Sheriff's Office
300 South 5th Avenue
Virginia, MN 55792
Phone: (218) 749-7134
Fax: (218) 749-7192

Sheriff's Office
1810 12th Ave E
Hibbing, MN 55746
Phone: (218) 262-0132
Fax: (218) 262-6334

An Equal Opportunity Employer

David Vereecken
404 Linda Lane
Cloquet, MN 55720

July 28, 2017

Cloquet City Administration

I am writing concerning Jeff Palmer for the position of police chief for the city of Cloquet. I have truly enjoyed working with him for the past 13 years and see him as an excellent candidate. I am currently a Minnesota State Trooper, and work in Carlton County with Jeff.

When I first moved to Cloquet, Jeff was involved in investigations and it was clear that he knew his business. His enthusiasm to make our community a safer place was obvious and he was well respected. He had no problems working small cases and also large cases up to the federal level. This requires knowledge, skill and leadership. He had no problems working with multi-agencies and was always approachable.

Moving forward as a street officer, I observed Jeff respond to criticism, mature as a person and he was promoted to sergeant by his former administration. He has a warm and personal approach, is good with people and ultimately he succeeds as an excellent problem solver as a police officer. I remember responding to a specific call with him, involving an irate husband and wife who were involved in a domestic situation. Jeff calmed them both down and easily diffused the situation. Another call I assisted with was a drug bust in Scanlon. Once again, good decisions were made and the bad guys went to jail. Jeff has a firm grasp of law enforcement and community policing. He has been properly trained and acts in a professional manner. He is not pushy, but rather methodical and helpful. I believe he understands Cloquet and its problems. Contrary to some beliefs, Cloquet does have problems with drugs and other serious crimes that if they are not kept in check, they can and will destroy this community. I know Jeff understands this and will take action to keep us safe. I have witnessed his success as a detective.

Jeff worked hard on his shift as a leader and has done a great job filling in as interim chief. There is no doubt he would continue to work hard and improve his skills as chief and someday leave the position a better spot for his successor. He has demonstrated in the past that he responds and listens to criticism and is willing to take the necessary actions to improve himself. From my personal experience, he is not ego centered and never too busy to listen. I believe he would respond and act appropriately with the elected city council members.

With his leadership, abilities and dedication, I think Jeff would make a fine chief of police. Should you have any questions, I invite you to contact me 218-428-6500.

Sincerely,

David Vereecken



October 2, 2017

To Whom This May Concern,

Please accept this letter as a personal reference for Jeff Palmer, Interim Chief of the Cloquet Police Department.

I have worked with Jeff for over 16 years in a neighboring law enforcement agency. I have firsthand knowledge of the work Jeff has performed as a Police Officer and as the Interim Chief of Police.

Jeff has the ability to make sound decisions based on the cases at hand. He pays attention to detail, has good communication skills and can defuse any situation he may encounter.

I believe Jeff has good insight into the community and is able to meet the needs of the public in a professional and respectful manner. He has credibility amongst his peers, fellow officer's, other agencies as well as his own department.

I would recommend Jeff Palmer as the next Chief of Police for the City of Cloquet without hesitation.

If you should need additional information please feel free to contact me at 218-591-6362.

Sincerely,

A handwritten signature in cursive script that reads "Fred Petite". The signature is written in black ink and is positioned above the printed name.

Fred Petite

August 15, 2017

To whom it may concern,

It is with great pleasure that I write this letter of recommendation for Jeff Palmer. As a retired US ARMY OFFICER of 25 years and a current Law Enforcement Officer of 23 years, I have the upmost confidence in recommending Jeff to you.

Jeff has been an irreplaceable asset to the community that he is dedicated to. Working with Jeff for the past twenty years I have gained great respect for his abilities to complete the law enforcement mission with detailed accuracy. His knowledge and skilled understanding of the community that he serves has gained him wide admiration with his fellow law enforcement officers. Jeff is a multi-faceted leader, understanding both the tactical and strategic mindsets. Jeff understands the relationship between the mission and the employees that complete it, and how the two are symbiotic.

Jeff Palmer is a dedicated professional. I would recommend Jeff Palmer to any senior level appointment he applied for.

Respectfully,

A handwritten signature in black ink that reads "Randy Roberts". The signature is written in a cursive style with a large, prominent initial "R".

Randy Roberts

MAJ US ARMY (RET)

July 10, 2017

Lt. Michael J. Diver
Interim Chief of Police
Fond du Lac Tribal Police Department

Re: Interim Chief of Police Jeff Palmer

To whom it may concern,

Hello my name is Lt. Michael J. Diver I am the Interim Chief of Police for the Fond du Lac Tribal Police Department and have been in Law Enforcement since February 2000. I have had many roles in my Police Department such as Patrol Officer, Sergeant, FTO, Firearms Instructor, etc. I have also been a resident of Cloquet for 36 years.

I have known Mr. Palmer in the Law Enforcement field since he worked as an Officer for the Floodwood Police Department and from his first day as an Officer for the Cloquet Police Department. As you know our two departments work hand in hand every single day since the Fond du Lac Police Department started in 1997 and our working relationship is a very strong one. Over the years I have worked very closely with Mr. Palmer and I would say that he is one of the most hardworking Officers that the City of Cloquet has. He is dedicated to the Law Enforcement profession and the safety and well being of the residences of Cloquet. When Mr. Palmer was a Patrol Officer he was always on patrol out in the streets of Cloquet working aimlessly to combat criminal activity in our Community. When he worked with the people of this Community he always shared compassion for the people he dealt with. Jeff was always respectful to the people of Fond du Lac also. He took time to learn the culture of the people of Fond du Lac and has always been an honorable man.

While Jeff worked as an Investigator he was very resourceful in this field and put many hours in to his role as an Investigator and his arrest record shows this. Due to his rapport and compassion that he has with everyone made for an excellent Investigator because people respect him and trust him.

I also seen Jeff work as a Patrol Sergeant where he took on the leadership role with no problem. He was able to make the tough decisions when needed, he worked well with the other Departments that Cloquet works with, and his Officers respected him as he was a leader from the front of the pack, not from a chair in the squad room.

Just recently I have seen and worked with Jeff as the Interim Chief of Police. Once again he has taken on the role of a leader and has shined. As Jeff and I are the two acting Chiefs for our Departments we get along and communicate well. We recently worked on drug investigation operations where over 620 grams of Methamphetamine has been taken off of our streets and \$9,700 was forfeited. Jeff and I are

very determined to rid this drug epidemic that is plaguing our Community and of it has been shown during these operations. Jeff worked every operation from early in the morning till all hours of the night and once again led his Officers in this fight against crime from the front lines.

I believed Jeff would be the best fit for Cloquet's next Chief of Police as he is loyal, dedicated, and hardworking, has integrity, has natural leadership capabilities, and shows compassion for his fellow man.

To whom it may concern,

I am writing to express my support for Jeff Palmer to serve as the Chief of Police for the Cloquet Police Department. As the Director of Loss Prevention for Miner's Inc. Super One Foods I was Jeff's direct supervisor when he worked for me as a Loss Prevention Specialist. Jeff was able to work independently with little or no supervision. He was responsible for apprehending shoplifters, conducting internal investigations and writing reports. He always got along well with store personnel as well as the different police officers in Duluth and Superior.


I have also had the opportunity to work with Jeff in the capacity of Loss Prevention when he has responded to the store as a Cloquet Police officer. He has always responded promptly. He has always been very professional in dealing with the subjects that were detained.

I have known Jeff for over 20 years so I have firsthand knowledge that he gets along well with his fellow officers at the Cloquet Police Department. I'm certain that he would be a good leader and mentor for the new officers as well the department veteran's. Jeff's experience as a former Chief of Police, Detective, Patrolman, Patrol Sgt. and Interim Chief give him the ability to teach coach and train the people in the department better than most people because he has worked in every facet of the department.

Jeff is charismatic and creative. He has excellent rapport with his peers and the public. Jeff has my highest recommendation for the Position of Police Chief for Cloquet MN. Please don't hesitate to contact me for any further information.

Respectfully,



Miner's Inc. - 



Michael J. Utecht

Director of Loss Prevention

Office: 218-729-3315

Cell: 218-390-9050

Fax: 218-729-5893

Cloquet City Council Work Session

Tuesday, October 3, 2017

Present: A. Bailey, D. Bjerkness, K. Kolodge, S. Langley, R. Maki, J. Rock, Mayor Hallback

Absent: None

Staff: A. Reeves, J. Barclay, H. Hansen, N. Klassen, C. Peterson

Other: J. Peterson - Pine Journal; D. Randall, C. Ferrell - CPD; CAB Members L. Ketola, A. Korby, L. Herbert

2016 Audit Presentation

Ms. Klassen shared various schedules and reports from the City's 2016 CAFR. The report is once again being submitted to the GFOA for the financial reporting awards program. Highlighted items are as follows:

- The pension liability decreased bottom line \$971,600 in governmental funds and \$570,000 for proprietary funds. Interest earnings for the pension fund rebounded in 2017 and will be reflected during the 2017 financials.
- Cartwright Road was reconstructed by FDL through a BIA grant and added to the City's assets in 2016.
- Ms. Klassen reviewed the General Fund stating the fund balances are on target.
- The Small Cities Development Grant was underbudget.
- Overall results were positive in the governmental funds.
- Ms. Klassen explained the report on compliance, stating the deposits exceeded pledged collateral requirements for 3 days in 2016. The pledged collateral was sufficient to cover deposits but didn't cover them by the 110% required by Statute.
- Ms. Klassen also presented the Fund Balance Plan.

CAHA Funding Discussion

- The Wilderness approached the City regarding their contract with CAHA which expires in 2018. They are considering what other opportunities are available to them before committing to a new contract with CAHA.
- Discussion of options to help CAHA remain financially healthy and in a position to negotiate a new contract with the Wilderness. Mr. Peterson discussed the possibility of changing the ground lease with CAHA to an operating lease. This option would give the city more flexibility when a large maintenance issue arises.
- Discussion of the investment the Wilderness brings to Cloquet by bringing people into town. It is also a quality of life issue as the community uses the facility for health/fitness.
- Council agreed for staff to schedule another meeting with the Wilderness and CAHA to work through other options or an agreement for them to stay in Cloquet. Meeting results will be brought back to Council for review.

Joint Meeting with CAB

- Meeting with CAB members to get a better understanding and clarify what the CAB's role is. There currently is confusion as to what extent they are or should be involved.
- Discussion of what their role is regarding officer complaints. Complaints are not being shared with the CAB for review as in past practice. Currently, only official complaints are being shared. Their involvement in the hiring of officers is not in question.
- A revised policy defining the CAB's role needs to be drafted and reviewed by all parties. Must ensure compliance with MN Data Practices regulations. Agreement was had that past procedure would be followed until the CAB policy guide is implemented.

There being no further business, the meeting adjourned at 6:55 p.m.

Respectfully Submitted,

Aaron Reeves
City Administrator

Regular Meeting

DRAFT

Roll Call

Councilors Present: Bailey, Bjerkness, Kolodge, Langley, Maki, Rock, Mayor Hallback

Councilors Absent: None

Pledge of Allegiance

AGENDA**MOTION:** Councilor Bailey moved and Councilor Maki seconded the motion to approve the October 3, 2017 agenda. The motion carried unanimously (7-0).**MINUTES****MOTION:** Councilor Langley moved and Councilor Rock seconded the motion to approve the minutes of the Work Session and Regular Meeting of September 19, 2017. The motion carried unanimously (7-0).**CONSENT AGENDA****MOTION:** Councilor Bjerkness moved and Councilor Maki seconded the motion to adopt the consent agenda of October 3, 2017, approving the necessary motions and resolutions. The motion carried unanimously (7-0).

- a. Resolution No. 17-81, Resolution Authorizing the Payment of Bills
- b. Resolution No. 17-82, A Resolution Approving Exempt Permit to Conduct A Raffle Event At Cloquet National Guard Armory – North Shore Wrestling Club

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

TOBACCO LICENSE SUSPENSION – WAL MART LIQUOR BOX**MOTION:** Councilor Kolodge moved and Councilor Bjerkness seconded the motion to suspend the retail tobacco license at Wal Mart Liquor Box, 1308 South Hwy 33, for ten (10) days effective upon proper notice being provided to the business owner. The motion carried unanimously (7-0).**2016 AUDIT RESULTS****MOTION:** Councilor Bailey moved and Councilor Langley seconded the motion to accept the 2016 audit results as prepared by Wipfli, LLP. The motion carried unanimously (7-0).**2016 FUND BALANCE POLICY PLAN****MOTION:** Councilor Bjerkness moved and Councilor Rock seconded the motion to approve the 2016 Fund Policy Plan. The motion carried unanimously (7-0).**APPOINTMENT OF ADMINISTRATIVE POLICE SECRETARY****MOTION:** Councilor Rock moved and Councilor Langley seconded the motion to approve the six-month probationary appointment of Haley Templin to the position of Administrative Police Secretary. The motion carried unanimously (7-0).**CONDITIONAL USE PERMIT: SKB ENVIRONMENTAL / SHAMROCK LANDFILL****MOTION:** Councilor Rock moved and Councilor Bailey seconded the motion adopt **RESOLUTION NO. 17-09, DENYING A CONDITIONAL USE PERMIT AMENDMENT TO ALLOW FOR THE EXPANDED HOURS OF OPERATION AND TO REMOVE THE LIMITS OF ALLOWED PAPER SLUDGE WASTE FOR SKB**

ENVIRONMENTAL CLOQUET LANDFILL, INC., F/K/A SHAMROCK LANDFILL, INC., SUCCESSOR-IN-INTEREST TO SHAMROCK ENVIRONMENTAL, LLC (HEREIN "SHAMROCK LANDFILL"), IN THE HI – HEAVY INDUSTRY DISTRICT. The motion carried unanimously (7-0).

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 new hours of 7:00 A.M. to 7:00 P.M. seven days a week;

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 December 13, 2016 at which time Zoning Case / Development Review No. 16-20 was heard and discussed;

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 Shamrock Landfill to modify their hours of operation to allow new hours of 7:00 A.M. to 7:00 P.M. seven days a week; to remove the limits on the amount of paper sludge waste allowed; and, to allow the acceptance of paper sludge waste at any time of the day or night, per Section 17.2.06 Subdivisions 3 and 4 of the Cloquet Zoning Ordinance, and made findings of fact as follows:

1. The landfill as previously determined had a legal right to establish their business in this location as a land use. After a moratorium on landfills in 2011, landfills are no longer allowed to be established or expanded in the City of Cloquet.
2. The proposed use is compatible with existing development within 300' of the proposed use and within 500' along the same street and development anticipated in the foreseeable future within the neighborhood and conditions would make the use more compatible.
3. The service provided by the landfill is important to the community.
4. The Amended Conditional Use Permit will continue to protect and maintain neighborhood protections for the surrounding neighborhood with these modified hours of operation.
5. This application is in conformance with other requirements of the Cloquet Zoning Ordinance.
6. There are no other factors or additional conditions impacting this application.

WHEREAS, the Cloquet Planning Commission made specific findings regarding modified hours of operation in findings no. 4, and recommended allowing the expansion of hours as requested;

WHEREAS, the Cloquet Planning Commission made no specific findings regarding modified limits on allowed paper sludge waste in their findings, and then recommended raising the limits of allowed paper sludge waste to 40%; and,

WHEREAS, the Application to Amend the Conditional Use Permit for Shamrock Landfill was thereafter set on for consideration at a meeting of the Cloquet City Council, which matter was then postponed from time to time upon written requests made by Shamrock Landfill, all according to the provisions of Minnesota Statutes Section 15.99, until said matter came on for consideration by the Cloquet City Council on Tuesday, October 3, 2017 at 7 pm, at City Hall, in the council chambers of the City of Cloquet, at which time the City Council did consider said matter.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA: that the City Council denies Zoning Case 16-20 for an amendment to the Conditional Use Permit to modify their hours of operation to allow new hours of 7:00 A.M. to 7:00 P.M. seven days a week, and to remove the limits on the amount of paper sludge waste allowed, for Shamrock Landfill for the following reasons:

1. Our expert has determined that they have been in violation of their CUP for two of the last 3 years based upon tonnage of paper sludge waste received according to their own records.
2. They have been and are in violation of their CUP and Odor Management Plan by failing to take appropriate steps to eliminate the odor leaving the property as required, and have failed to even mitigate the odor leaving the property which at the very least is a direct nuisance to neighboring properties, residents, and anyone traveling through the area.
3. The requested hours of operation expansion is beyond the original hours agreed upon at the time the original permit was granted, which hours were based upon a finding by the City Council that *the reduced hours of operations, added as a new concession (by Shamrock Landfill), and the other terms of the Final Conditional Use Permit, provide for adequate neighborhood protections and for reasonable peace, comfort and welfare of persons residing or working in the surrounding area.* (Resolution No. 11-11).
4. The expansion of hours requested exceeds the operating hours of similar heavy industry zoned businesses in close proximity to the Landfill with regard to requested operating hours on Sunday, which the Planning Commission failed to address in their findings.
5. The neighborhood residents have expressed concern about expanded hours interfering with the quiet enjoyment of adjacent residential homes based upon increased noise, dust and odor concerns stated at the public hearing.
6. When the original permit was granted it was determined that as long as tonnage of paper sludge was 20% or less it would not be necessary to monitor landfill gas; and safety concerns, including fire, are not a present threat. Any increase above 20% will require enhanced monitoring of potential concerns, including fire, odor and gases not previously a concern, which 20% cap was based upon a finding by the City Council that *evidence was presented that pulp and paper sludge degradation may generate landfill gas that contains both methane and hydrogen sulfide. Under certain conditions, methane can contribute to a landfill fire; landfill gas emissions that contain hydrogen sulfide can result in odor impacts to adjacent properties. As a result of these concerns brought forward by the City and City residents, the applicant has agreed to limit their intake of such waste, held to no more than 20% of receipts.* (Resolution No. 11-11).
7. The Landfill continues to land fill material from the Ashland Superfund site that contains, according to the Material Safety Data sheet, a known carcinogen that is hazardous when inhaled above certain concentrations. It is in the best interests of the residents to continue to restrict the paper sludge waste to prevent any possibility of the many known possible threats to the safety and welfare of the surrounding areas. Possible threats being, but not limited to, methane release, methane explosion, underground fire, and spontaneous combustion. Any number of which could release this known carcinogen into the air, or which could damage the liner system rendering it ineffective, releasing this known carcinogen into the ground water, thereby threatening the safety of the residents of Cloquet.
8. The Planning Commission did not make any specific findings with regard to their recommendation to increase allowable paper sludge waste to 40%, which appears to be an arbitrary number, whereas our expert has agreed 20% is still a proper operable level not to be exceeded without additional conditions as expressed in his response to the WENCK report.
9. The Landfill is not following best practices standards regarding paper sludge waste, and an increase represents additional environmental and safety risks not agreed to in the original permit, and the City Council does not have confidence the City will be protected from such safety risks, even if additional monitoring were implemented.
10. Expanded hours and expanded landfilling of paper sludge waste would each represent the expansion of a non-conforming use, since the City no longer allows any new landfills or the expansion of existing landfills within the city under the City Zoning Ordinance. Any expansion beyond the scope originally agreed would therefore represent a prohibited use under the Cloquet Zoning Ordinance.

PUBLIC COMMENTS

- Clarence Badger, Moorhead Road, addressed the Council regarding debris left on Highway 45 from trucks exiting the landfill, stating his vehicle is being coated with contaminants from the landfill. He has been told by the state that they will look into this issue seriously, and was ensured it will be cleaned up.
- John Sanders, 201 Boulder Drive, commended the Council for standing up to this Minneapolis based firm. He is concerned that exceeding the current 20% sludge cap will result in the landfill becoming a municipal landfill.
- Barb Wyman, Freeman Road, thanked the Council for their work. Ms. Wyman stated she filed a formal complaint with the City on September 15, 2017 and had not received a response. Ms. Wyman continued by asking for answers to various questions regarding the CUP and actions taken. Mayor Hallback asked Ms. Wyman to put any requests for information in writing.
- John Badger, Valley View, expressed his thanks to the Council for taking action on the Shamrock Landfill CUP.
- Micky Hunter, Cloquet, addressed the Council by following up on a letter to the editor he wrote to the Pine Journal regarding recouping the financial loss the city faced due to the Teamsters filing an unfounded claim.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

There were none.

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

Aaron Reeves, City Administrator



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Nancy Klassen, Finance Director *unk*
Reviewed/Approved by: Aaron Reeves, City Administrator
Date: October 16, 2017

ITEM DESCRIPTION: Payment of Bills

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 17-83, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

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

RESOLUTION NO. 17-83

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS

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

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

101	General Fund	\$	71,342.42
207	Community Development Operating		252.62
224	Public Facilities Planning		25.07
226	Park Fund		8,919.43
228	Senior Center		999.81
235	Public Works Reserve		121,279.92
405	City Sales Tax Projects		50,014.27
600	Water - Lake Superior Waterline		133,214.91
601	Water - In Town System		16,105.65
602	Sewer Fund		1,943.52
605	Stormwater Fund		406.75
614	CAT-7		47.24
701	Employee Severance Benefits		2,364.50
	TOTAL:	\$	<u>406,916.11</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 17TH DAY OF OCTOBER, 2017.**

ATTEST:

Dave Hallback, Mayor

Aaron Reeves, City Administrator

DATE: 10/16/2017
TIME: 11:36:39
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
110950	AARDVARK SEPTIC PUMPING	4,010.00	695.00
111350	LEXISNEXIS RISK DATA MNGMT INC	450.00	50.00
118550	APPLIED CONCEPTS, INC	2,971.90	104.50
122000	A T & T MOBILITY	4,710.28	49.81
122955	AUTO VALUE PAINT & BODY	127.69	101.97
123150	B W DISTRIBUTING	1,205.93	175.93
125900	BEST SERVICE	64.00	32.00
126850	BLAINE BROTHERS, INC	441.69	310.06
129800	BUREAU CRIMINAL APPREHENSION	1,170.00	390.00
133300	CARLTON COUNTY ABSTRACT	0.00	2,000.00
134000	CARLTON COUNTY HIGHWAY DEPT	14,539.88	611.82
134700	CARLTON COUNTY TREASURER	2,951.52	114.00
134800	CARLTON COUNTY TREASURER	485.03	77.60
137310	CENTURY LINK	24,217.96	235.60
137340	CHAMBERLAIN OIL CO., INC.	4,698.19	687.90
139025	CINTAS	1,927.88	30.28
141100	CLOQUET FORD-CHRYSLER CENTER	33,124.04	43.29
142800	CLOQUET SANITARY SERVICE	7,430.64	723.29
145300	COMMUNITY PRINTING	9,744.91	314.14
145500	COMPENSATION CONSULTANTS, LTD	3,622.00	333.00
147050	CONSOLIDATED TELEPHONE COMPANY	2,570.50	609.97
150100	D A L C O	5,580.84	238.27
151250	DAN'S FEED BIN	0.00	585.00
156400	CITY OF DULUTH COMFORTSYSTEMS	707.67	78.53
162640	ENVENTIS TELECOM INC	425.87	47.24
167875	FLAHERTY & HOOD, P.A.	22,838.01	943.25
168100	FLEXIBLE PIPE TOOL COMPANY	0.00	301.10
169650	FORUM COMMUNICATIONS COMPANY	2,283.40	46.75
171525	G&K SERVICES	3,289.05	287.94
175200	GOPHER STATE ONE CALL INC	1,580.95	170.10
175840	GRANDE HARDWARE CO.	974.64	39.99
179340	HAGENS GLASS & PAINT	12,038.01	200.33
180500	HAWKINS INC	45,965.77	1,425.54
181650	HIBBING COMMUNITY COLLEGE	980.00	580.00
184675	HYDRO KLEAN	156,927.07	350.52
185900	IDEXX DISTRIBUTION CORP.	1,776.90	55.56
190400	J. H. LARSON COMPANY	566.23	102.24
192225	JOBSEQ	1,827.31	649.45
197800	L & M SUPPLY CO	16,925.93	1,212.47
202100	LAWSON PRODUCTS INC	4,185.25	161.85
202300	LEAGUE OF MN CITIES	3,260.00	90.00
206500	M R SIGN CO INC	6,084.36	1,426.38
207400	MANEY INTERNATIONAL INC	84,233.54	32.96
211400	MENARDS	4,416.91	103.18

INVOICES DUE ON/BEFORE 10/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
217300	MIRACLE RECREATION	513.00	221.01
219200	MN DEPT LABOR & INDUSTRY	0.00	100.00
220101	MN DEPT OF HEALTH	0.00	800.00
220925	MN DEPARTMENT OF PUBLIC SAFETY	0.00	127.00
223210	OFFICE OF THE SECRETARY OF	0.00	120.00
223225	MINNESOTA STATE AUDITOR	0.00	130.00
224750	MN STATE TREASURER'S OFFICE	1,307.05	57.00
229500	NAPA AUTO PARTS	5,215.97	1,065.13
234100	NORTHEAST SERVICE COOPERATIVE	549,095.50	54,968.50
236100	NORTHLAND CONSTRUCTORS	614,520.88	1,019.22
236275	NORTHLAND VEBA TRUST	52,585.00	4,154.00
240575	OPG-3 INC	12,029.84	2,154.00
240725	O'REILLY AUTO ENTERPRISES LLC	1,882.58	14.70
247250	POWERPLAN	4,583.47	3,862.85
251500	RAITER CLINIC	2,676.00	719.00
256100	CITY OF ROCHESTER	0.00	1,941.18
258200	RUDY GASSERT YETKA	122,686.75	11,593.75
261800	SEH	380,811.55	46,779.27
264830	SMITH LAWN CARE LLC	266.00	175.00
265250	SNAP ON TOOLS	1,778.70	99.99
268800	STOCK TIRE COMPANY	7,743.04	1,975.15
270200	SUPERIOR COMPUTER PRODUCTS INC	113,825.94	11,336.75
271325	NANCY GETCHELL	4,722.97	1,116.12
276000	TOSHIBA FINANCIAL SERVICES	10,784.91	374.19
276225	KANDI KOUNTRY EXPRESS LTD	593.57	117,725.42
278600	TWIN PORT MAILING	38,136.32	3,679.41
280400	ULLAND BROTHERS, INC.	838,194.88	187.79
283700	USA BLUEBOOK	1,895.42	123.26
285500	VIKING INDUSTRIAL NORTH	1,278.01	340.50
286900	W L S S D	762,465.90	10,828.80
292400	XEROX CORPORATION	4,348.48	413.81
R0001051	ARROWHEAD ABSTRACT & TITLE	0.00	1,235.00
R0001133	KWIK TRIP INC	429.21	193.80
R0001227	LAKES GAS COMPANY	144.80	65.00
R0001536	HORIZON COMMERCIAL POOL SUPPLY	0.00	111.96
R0001537	STACEY JOHNSON	0.00	14.25
R0001538	PIEPHO MOVING & STORAGE INC	0.00	3,093.77
R0001539	SUMMIT ENVIRONMENTAL	0.00	800.00

TOTAL ALL VENDORS: 300,535.39

Less:

Health/Dental/VEBA (56,804.76)
 Library (15.42)
 Cloquet Area Fire District (382.88)

Total Bills Approved 243,332.33

Plus:

Credit card/bill pay f 1,961.84
 MN Sales Tax 1,980.87
 MN Power auto pay 159,259.85
 MN Energy auto pay 381.22

Total Bills 406,916.11

DATE: 10/16/2017
TIME: 11:37:02
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 10/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
134700	CARLTON COUNTY TREASURER	2,951.52	114.00
171525	G&K SERVICES	3,289.05	46.76
224750	MN STATE TREASURER'S OFFICE	1,307.05	57.00
234100	NORTHEAST SERVICE COOPERATIVE	549,095.50	52,604.00
236275	NORTHLAND VEBA TRUST	52,585.00	4,154.00
			56,975.76
32	LICENSES & PERMITS		
286900	W L S S D	762,465.90	10,828.80
	LICENSES & PERMITS		10,828.80
41	GENERAL GOVERNMENT		
139025	CINTAS	1,927.88	30.28
142800	CLOQUET SANITARY SERVICE	7,430.64	45.20
145300	COMMUNITY PRINTING	9,744.91	79.75
145500	COMPENSATION CONSULTANTS, LTD	3,622.00	333.00
147050	CONSOLIDATED TELEPHONE COMPANY	2,570.50	304.99
150100	D A L C O	5,580.84	119.14
167875	FLAHERTY & HOOD, P.A.	22,838.01	508.25
171525	G&K SERVICES	3,289.05	78.14
175840	GRANDE HARDWARE CO.	974.64	39.99
197800	L & M SUPPLY CO	16,925.93	27.37
202300	LEAGUE OF MN CITIES	3,260.00	90.00
219200	MN DEPT LABOR & INDUSTRY		10.00
223225	MINNESOTA STATE AUDITOR		130.00
240575	OPG-3 INC	12,029.84	2,154.00
256100	CITY OF ROCHESTER		1,941.18
258200	RUDY GASSERT YETKA	122,686.75	11,593.75
270200	SUPERIOR COMPUTER PRODUCTS INC	113,825.94	6,800.50
276000	TOSHIBA FINANCIAL SERVICES	10,784.91	194.88
278600	TWIN PORT MAILING	38,136.32	237.05
292400	XEROX CORPORATION	4,348.48	155.18
R0001538	PIEPHO MOVING & STORAGE INC		3,093.77
	GENERAL GOVERNMENT		27,966.42
42	PUBLIC SAFETY		

INVOICES DUE ON/BEFORE 10/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
42	PUBLIC SAFETY		
111350	LEXISNEXIS RISK DATA MNGMT INC	450.00	50.00
129800	BUREAU CRIMINAL APPREHENSION	1,170.00	390.00
141100	CLOQUET FORD-CHRYSLER CENTER	33,124.04	43.29
142800	CLOQUET SANITARY SERVICE	7,430.64	64.21
145300	COMMUNITY PRINTING	9,744.91	-66.61
150100	D A L C O	5,580.84	119.13
167875	FLAHERTY & HOOD, P.A.	22,838.01	435.00
171525	G&K SERVICES	3,289.05	88.56
181650	HIBBING COMMUNITY COLLEGE	980.00	580.00
192225	JOBSHQ	1,827.31	649.45
197800	L & M SUPPLY CO	16,925.93	55.48
219200	MN DEPT LABOR & INDUSTRY		40.00
220925	MN DEPARTMENT OF PUBLIC SAFETY		127.00
223210	OFFICE OF THE SECRETARY OF		120.00
251500	RAITER CLINIC	2,676.00	719.00
268800	STOCK TIRE COMPANY	7,743.04	1,668.23
270200	SUPERIOR COMPUTER PRODUCTS INC	113,825.94	1,201.25
271325	NANCY GETCHELL	4,722.97	1,116.12
276000	TOSHIBA FINANCIAL SERVICES	10,784.91	114.35
278600	TWIN PORT MAILING	38,136.32	67.73
R0001133	KWIK TRIP INC	429.21	193.80
	PUBLIC SAFETY		7,775.99
43	PUBLIC WORKS		
122000	A T & T MOBILITY	4,710.28	49.81
122955	AUTO VALUE PAINT & BODY	127.69	101.97
123150	B W DISTRIBUTING	1,205.93	87.97
125900	BEST SERVICE	64.00	32.00
126850	BLAINE BROTHERS, INC	441.69	310.06
134000	CARLTON COUNTY HIGHWAY DEPT	14,539.88	251.82
137340	CHAMBERLAIN OIL CO., INC.	4,698.19	687.90
142800	CLOQUET SANITARY SERVICE	7,430.64	50.65
147050	CONSOLIDATED TELEPHONE COMPANY	2,570.50	43.57
171525	G&K SERVICES	3,289.05	22.94
175200	GOPHER STATE ONE CALL INC	1,580.95	85.05
179340	HAGENS GLASS & PAINT	12,038.01	93.08
190400	J. H. LARSON COMPANY	566.23	102.24
197800	L & M SUPPLY CO	16,925.93	432.54
202100	LAWSON PRODUCTS INC	4,185.25	80.92
206500	M R SIGN CO INC	6,084.36	1,426.38
207400	MANEY INTERNATIONAL INC	84,233.54	-668.40

DATE: 10/16/2017
 TIME: 11:37:02
 ID: AP443000.WOW

CITY OF CLOQUET
 DEPARTMENT SUMMARY REPORT

INVOICES DUE ON/BEFORE 10/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
43	PUBLIC WORKS		
211400	MENARDS	4,416.91	40.99
219200	MN DEPT LABOR & INDUSTRY		10.00
229500	NAPA AUTO PARTS	5,215.97	687.88
236100	NORTHLAND CONSTRUCTORS	614,520.88	1,019.22
240725	O'REILLY AUTO ENTERPRISES LLC	1,882.58	14.70
247250	POWERPLAN	4,583.47	3,862.85
264830	SMITH LAWN CARE LLC	266.00	175.00
265250	SNAP ON TOOLS	1,778.70	99.99
268800	STOCK TIRE COMPANY	7,743.04	306.92
276225	KANDI KOUNTRY EXPRESS LTD	593.57	-187.50
278600	TWIN PORT MAILING	38,136.32	67.73
280400	ULLAND BROTHERS, INC.	838,194.88	187.79
292400	XEROX CORPORATION	4,348.48	68.97
R0001227	LAKES GAS COMPANY	144.80	65.00
R0001539	SUMMIT ENVIRONMENTAL		800.00
	PUBLIC WORKS		10,410.04
COMMUNITY DEV OPERATING (CITY)			
46	COMMUNITY DEVELOPMENT		
147050	CONSOLIDATED TELEPHONE COMPANY	2,570.50	43.57
179340	HAGENS GLASS & PAINT	12,038.01	107.25
278600	TWIN PORT MAILING	38,136.32	33.86
292400	XEROX CORPORATION	4,348.48	51.73
	COMMUNITY DEVELOPMENT		236.41
LIBRARY FUND			
45	CULTURE AND RECREATION		
171525	G&K SERVICES	3,289.05	3.84
197800	L & M SUPPLY CO	16,925.93	1.58
219200	MN DEPT LABOR & INDUSTRY		10.00
	CULTURE AND RECREATION		15.42
PUBLIC FACILITIES PLANNING			
81	SPECIAL PROJECTS		
211400	MENARDS	4,416.91	25.07
	SPECIAL PROJECTS		25.07

DATE: 10/16/2017
TIME: 11:37:02
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 10/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

PARK FUND			
45	CULTURE AND RECREATION		
110950	AARDVARK SEPTIC PUMPING	4,010.00	695.00
134800	CARLTON COUNTY TREASURER	485.03	55.82
142800	CLOQUET SANITARY SERVICE	7,430.64	489.75
151250	DAN'S FEED BIN		585.00
197800	L & M SUPPLY CO	16,925.93	432.43
211400	MENARDS	4,416.91	24.99
217300	MIRACLE RECREATION	513.00	221.01
229500	NAPA AUTO PARTS	5,215.97	346.07
R0001536	HORIZON COMMERCIAL POOL SUPPLY		111.96
	CULTURE AND RECREATION		2,962.03
SENIOR CENTER FUND			
45	CULTURE AND RECREATION		
171525	G&K SERVICES	3,289.05	24.76
219200	MN DEPT LABOR & INDUSTRY		10.00
	CULTURE AND RECREATION		34.76
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
118550	APPLIED CONCEPTS, INC	2,971.90	104.50
270200	SUPERIOR COMPUTER PRODUCTS INC	113,825.94	3,262.50
	PUBLIC SAFETY		3,367.00
43	PUBLIC WORKS		
276225	KANDI KOUNTRY EXPRESS LTD	593.57	117,912.92
	PUBLIC WORKS		117,912.92
CITY SALES TAX CAPITAL			
81	SPECIAL PROJECTS		
133300	CARLTON COUNTY ABSTRACT		2,000.00
261800	SEH	380,811.55	46,779.27
R0001051	ARROWHEAD ABSTRACT & TITLE		1,235.00
	SPECIAL PROJECTS		50,014.27

DATE: 10/16/2017
TIME: 11:37:02
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 5

INVOICES DUE ON/BEFORE 10/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
50	STATION 1		
137310	CENTURY LINK	24,217.96	71.40
219200	MN DEPT LABOR & INDUSTRY		10.00
	STATION 1		81.40
51	STATION 2		
137310	CENTURY LINK	24,217.96	164.20
180500	HAWKINS INC	45,965.77	989.60
185900	IDEXX DISTRIBUTION CORP.	1,776.90	55.56
197800	L & M SUPPLY CO	16,925.93	19.46
211400	MENARDS	4,416.91	12.13
219200	MN DEPT LABOR & INDUSTRY		10.00
	STATION 2		1,250.95
57	ADMINISTRATION		
156400	CITY OF DULUTH COMFORTSYSTEMS	707.67	78.53
270200	SUPERIOR COMPUTER PRODUCTS INC	113,825.94	72.50
	ADMINISTRATION		151.03
WATER - IN TOWN SYSTEM			
00			
R0001537	STACEY JOHNSON		14.25
			14.25
49	CLOQUET		
123150	B W DISTRIBUTING	1,205.93	52.78
171525	G&K SERVICES	3,289.05	13.76
180500	HAWKINS INC	45,965.77	435.94
197800	L & M SUPPLY CO	16,925.93	200.69
202100	LAWSON PRODUCTS INC	4,185.25	48.56
220101	MN DEPT OF HEALTH		800.00
229500	NAPA AUTO PARTS	5,215.97	31.18
285500	VIKING INDUSTRIAL NORTH	1,278.01	340.50
	CLOQUET		1,923.41

DATE: 10/16/2017
TIME: 11:37:02
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 10/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
54	BILLING & COLLECTION		
276000	TOSHIBA FINANCIAL SERVICES	10,784.91	64.96
278600	TWIN PORT MAILING	38,136.32	3,137.58
	BILLING & COLLECTION		3,202.54
57	ADMINISTRATION & GENERAL		
134800	CARLTON COUNTY TREASURER	485.03	21.78
142800	CLOQUET SANITARY SERVICE	7,430.64	16.88
145300	COMMUNITY PRINTING	9,744.91	301.00
147050	CONSOLIDATED TELEPHONE COMPANY	2,570.50	130.71
175200	GOPHER STATE ONE CALL INC	1,580.95	51.03
197800	L & M SUPPLY CO	16,925.93	32.93
278600	TWIN PORT MAILING	38,136.32	67.73
292400	XEROX CORPORATION	4,348.48	68.96
	ADMINISTRATION & GENERAL		691.02
ENTERPRISE FUND - SEWER			
55	SANITARY SEWER		
123150	B W DISTRIBUTING	1,205.93	35.18
168100	FLEXIBLE PIPE TOOL COMPANY		301.10
171525	G&K SERVICES	3,289.05	9.18
184675	HYDRO KLEAN	156,927.07	350.52
197800	L & M SUPPLY CO	16,925.93	9.99
202100	LAWSON PRODUCTS INC	4,185.25	32.37
207400	MANEY INTERNATIONAL INC	84,233.54	358.20
283700	USA BLUEBOOK	1,895.42	123.26
	SANITARY SEWER		1,219.80
57	ADMINISTRATION & GENERAL		
142800	CLOQUET SANITARY SERVICE	7,430.64	16.88
147050	CONSOLIDATED TELEPHONE COMPANY	2,570.50	87.13
175200	GOPHER STATE ONE CALL INC	1,580.95	34.02
278600	TWIN PORT MAILING	38,136.32	67.73
292400	XEROX CORPORATION	4,348.48	68.97
	ADMINISTRATION & GENERAL		274.73

DATE: 10/16/2017
TIME: 11:37:02
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 10/17/2017

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
169650	FORUM COMMUNICATIONS COMPANY	2,283.40	46.75
	ADMINISTRATION & GENERAL		46.75
59	OPERATIONS		
134000	CARLTON COUNTY HIGHWAY DEPT	14,539.88	360.00
	OPERATIONS		360.00
CABLE TELEVISION			
45	CULTURE AND RECREATION		
162640	ENVENTIS TELECOM INC	425.87	47.24
	CULTURE AND RECREATION		47.24
EMPLOYEE SEVERANCE			
45	EMPLOYEE VACATION & SICK		
234100	NORTHEAST SERVICE COOPERATIVE	549,095.50	2,364.50
	EMPLOYEE VACATION & SICK		2,364.50
CLOQUET AREA FIRE DISTRICT			
42	PUBLIC SAFETY		
142800	CLOQUET SANITARY SERVICE	7,430.64	39.72
207400	MANEY INTERNATIONAL INC	84,233.54	343.16
	PUBLIC SAFETY		382.88
	TOTAL ALL DEPARTMENTS		300,535.39



ADMINISTRATIVE OFFICES

1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-3347 • Fax: 218-879-6555
email: areeves@cloquetmn.gov
www.ci.cloquet.mn.us

REQUEST FOR COUNCIL ACTION

To: Honorable Mayor and City Council
From: Aaron S. Reeves, City Administrator *AR*
Date: October 17, 2017

ITEM DESCRIPTION: Waiver of City Code Sec. 6.2.33, Subd. 3. – Sunday Sale of On-Sale Intoxicating Liquor

Proposed Action

Staff recommends that the City Council move to adopt **RESOLUTION NO. 17-84, A RESOLUTION APPROVING WAIVER OF CITY CODE SECTION 6.2.33, Subd. 3 RELATED TO HOURS OF SUNDAY SALES OF ON-SALE INTOXICATING LIQUOR.**

Background/Overview

The City has received requests from multiple On-Sale License holders to amend the City Code to allow for the sale/service of On-Sale Intoxicating Liquor between the hours of 8:00 a.m. and 10:00 a.m., on Sunday, October 29, 2017, due to the broadcasting of the Minnesota Vikings vs Cleveland Browns football game being held in London, England. Our Ordinance does not allow for sales to begin prior to 10:00 a.m. on Sundays but State law permits sales to begin at 8:00 a.m.

Supporting Documentation Attached

- Resolution 17-84

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

RESOLUTION NO. 17-84

**A RESOLUTION APPROVING WAIVER OF CITY CODE SEC. 6.2.33, SUBD. 3 – SUNDAY
SALE HOURS OF ON-SALE INTOXICATING LIQUOR**

WHEREAS, City of Cloquet City Ordinance 6.2.33, Subd. 3 prohibits on-sale intoxicating liquor sales between the hours of 1:00 a.m. (2:00 a.m. if they have a State license) and 10 a.m. on Sundays, which is more restrictive than Minn. Stat. § 340A.504, Subd. 3(a), which permits on-sale intoxicating liquor sales in restaurants starting at 8:00 a.m. on Sundays; and

WHEREAS, multiple licensed liquor establishments and restaurants have requested a waiver to serve and display intoxicating liquor starting from 8:00 a.m. to 10:00 a.m., on October 29, 2017, for the Minnesota Vikings vs Cleveland Browns football game being held in London, England, which kicks off at 8:30 a.m. local time.

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, approves the waiver of City Code Sec. 6.2.33, Subd. 3 for all On-Sale Intoxicating Liquor establishments licensed by the City of Cloquet, which limits the sale of on-sale intoxicating liquor between the hours of 1:00 a.m. (2:00 a.m. if they have a State license) to 10:00 a.m. on Sunday;

BE IT FURTHER RESOLVED, That the waiver shall be effective October 29, 2017, from 8:00 a.m. to 10:00 a.m.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 17TH
DAY OF OCTOBER 2017.**

Dave Hallback, Mayor

ATTEST:

Aaron S. Reeves, City Administrator

MAYOR'S PROCLAMATION

City of Cloquet

WHEREAS, Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and

WHEREAS, The manufacturing industry contributed \$48.2 billion to Minnesota's economy in 2016, and at 16 percent, is the second largest industry contributing to the state's private gross domestic product; and

WHEREAS, In 2016, workers took home \$20.3 billion in wages from Minnesota manufacturing jobs, the second highest amount among the state's business sectors; and

WHEREAS, Manufacturing exports brought \$18 billion into Minnesota in 2016; and

WHEREAS, Manufacturing in Minnesota pays an average annual wage of \$63,794, which is 17 percent higher than the State's average overall wage; and

WHEREAS, Manufacturing provides 318,000 skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality; and

WHEREAS, October 1 through October 7, 2017 was officially observed by Governor Mark Dayton as Minnesota Manufacturing Week; and

WHEREAS, Cloquet is proudly home to the manufacturing businesses of Sappi Fine Paper North America Division, United States Gypsum, Savanna Pallets, Bergquist Imports, K-1 Sportswear, Morning Star Woodworks, Brenny-Dahl, Duluth Ready Mix, and Wear-A-Knit Custom Knitwear, and other offices that support manufacturing production in the state including SpecSys Inc.

NOW, THEREFORE, I, David Hallback, Mayor of the City of Cloquet, Minnesota, along with the Northeast Region of Minnesota, proclaim the week of October 23rd as **Manufacturing Week in the City of Cloquet** on this 17th day of October, 2017.



MANUFACTURING WEEK



CLOQUET POLICE DEPARTMENT

Jeff Palmer
Interim Chief of Police

508 CLOQUET AVENUE
CLOQUET, MINNESOTA 55720-1799
records@ci.cloquet.mn.us

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Jeff Palmer, Interim Chief of Police
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: October 11, 2017

ITEM DESCRIPTION: Appointment of Police Officer

Proposed Action

Staff recommends the City Council move to approve the probationary appointment of Larry Sherk, effective October 23, 2017 to the position of Police Officer.

Background/Overview

The Cloquet Police Department currently has 23 sworn officers to provide police services to the cities of Cloquet and Scanlon. The current number of sworn officers in the department includes 14 assigned to patrol, 3 assigned to investigative functions (presently), and 3 assigned to administration.

On September 26th, I received a letter of resignation from Officer Erika Johnson to be effective October 10th. Officer Johnson's letter of resignation is due to her acceptance of a police officer position with the City of Hermantown.

To hire a new officer is a rigorous and time-consuming process. The process includes: a written application, a written examination and a pre-employment questionnaire. After the initial test and screening of candidates, the City brought together an interview panel consisting of representatives of the Police Department, Cloquet School District, and members of the Citizens Advisory Board to further narrow down the candidate pool.

Per the Advisory Board rules for new hires, the candidates were then ranked to establish a current eligible register. Background checks of the top 7 candidates selected by the panel were completed. Final selections from the list of the top candidates were made after an interview with the Interim City Administrator, Interim Police Chief, Administrative Commander, and the Citizens Advisory Board. Larry Sherk is the third (3) candidate to be selected from this pool and has completed a medical and psychological assessment and has been recommended for employment. Larry Sherk is currently a Sergeant at the Watford Police Department in North Dakota. The Watford Police Department is similar in size to the Cloquet Police Department. All new officers are required to complete three months of field training and have a year-long probationary period.

Policy Objectives

The Police Officer position is critical to the overall success of the Department in the delivery of professional and efficient policing services to the community. Police Officers are 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.

To the Mayor and City Council
Appointment of Police Officer
October 17, 2017
Page 2

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 and residential and business areas, to prevent and protect against criminal activities; responds to complaints and resolves problems; 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. Officers may perform specialized assignments such as canine, range officer, field training officer, intoxilyzer operator, crime prevention training, evidence officer, etc. Officers also ensure proper maintenance and safe operation of all City vehicles and equipment, monitor incident reports, other logs, emails, bulletins and teletypes, and performs other duties as apparent or assigned, in accordance with the City's policies and applicable laws.

The City follows the hiring process identified within the Citizen Advisory Board rules and Police Department Procedural Manual Sections 3.50, 3.51 and 3.52.

Financial/Budget/Grant Considerations

No additional financial implications to the City as the positions are currently included in the 2017 budget.

Advisory Committee/Commission Action

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

Supporting Documentation Attached

- None



CLOQUET POLICE DEPARTMENT

JEFFREY PALMER
Interim Chief of Police

508 CLOQUET AVENUE
CLOQUET, MINNESOTA 55720-1799
records@ci.cloquet.mn.us

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Jeffrey Palmer, Interim Chief of Police
Reviewed By: Aaron Reeves, City Administrator *AR*
Date: October 17, 2017

Item Description: Authorization for Appointment of Administrative Police Secretary

Proposed Action

Staff recommends that the City Council move to approve the six-month probationary appointment of Mindy Marczak to the position of Administrative Police Secretary effective on November 2, 2017.

Background/Overview

Administrative Police Secretary, Shannon Nelson, resigned from the position effective October 20, 2017. Ms. Nelson's resignation created a vacancy in her position, Administrative Police Secretary, that needed to be filled.

In October, the City completed all the due diligence required and posted the position vacancy as required under the AFSCME labor agreement. No members of the AFSCME unit posted for the position. In September the City advertised publicly, received applications, and conducted interviews with the twelve selected candidates. The candidate that came out on top has been hired to replace a previous vacancy in the position of Administrative Police Secretary.

Through this interview process, the City identified Ms. Marczak as its second top candidate. Ms. Marczak has accepted the City's preliminary offer of employment subject to City Council approval. This candidate is currently employed as an office manager for A & L Properties and has stated that she would be able to start work with the City of Cloquet on November 2, 2017.

Policy Objectives

The Police Department currently functions with two Administrative Secretary positions. These positions are integral to both assisting our officers and public with service demands. Keeping a fully staffed department is consistent with the service level directives of the City Council.

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

Financial/Budget/Grant Considerations

This position is currently fully funded as part of the adopted 2017 operating budget.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

None.



Community Development Department
1307 Cloquet Avenue • Cloquet MN 55720
Phone: 218-879-2507 • Fax: 218-879-6555

REQUEST FOR COUNCIL ACTION

To: Cloquet City Council and Mayor
From: Holly Hansen, Community Development Director
Reviewed by: Aaron Reeves, City Administrator *AR*
Date: October 9, 2017

ITEM DESCRIPTION: Council Acceptance of Downtown Cloquet Revitalization Strategy

Staff Recommendation

Staff recommends the Cloquet City Council move to accept the Downtown Cloquet Revitalization Strategy.

Background / Overview

The purpose of this document is to summarize key conclusions put forward by downtown property and business owners, the Cloquet Economic Development Authority and Cloquet City Council in an effort to improve the vibrancy of downtown. This plan will be used by the Cloquet Economic Development Authority, City Council, and other City boards to identify key strategic opportunities for the City to act upon, to leverage partners, and to implement. The purpose behind developing this strategy is to set a framework of concepts, policies, and action steps to guide decision making for local boards such as the Cloquet Economic Development Authority and City Council to improve the economic vitality of Downtown Cloquet. This strategy also lays out a vision by the EDA for downtown, which is:

Downtown Vision:

Revitalize Downtown Cloquet as a vibrant main street with strong connectivity between the Historic West End Business District, Cloquet Avenue Business District, and St. Louis Riverfront Parks corridor.

Downtown Objectives:

- *Embraces strong pride in local history*
- *Offers quality gathering places*
- *Provides retail attractions*
- *Provides business destinations and is economically vibrant*
- *Offers quality housing options*
- *Enhances downtown district visibility and aesthetic improvements*
- *Businesses and community partners support and promote Downtown Cloquet*

Policy Objectives

When applying for certain funding sources, it is customary to ask if the downtown area is included in a local Economic Development Plan, this strategy would be considered so. For example, the current LRIP application submitted by the Engineering Department via the ATP (Area Transportation Partnership) for Cloquet Avenue funding consideration would benefit from referencing this plan.

To Mayor and Council
Acceptance of Downtown Cloquet Revitalization Plan
October 10, 2017
Page 2

Financial/Budget/Grant Considerations

None at this time.

Supporting Documentation Attached

- Downtown Cloquet Revitalization Strategy

DOWNTOWN CLOQUET REVITALIZATION STRATEGY



Cloquet's West End Business District today.



Historic photo of the West End Business District.



The Cloquet Avenue Business District today.



Historic photo of the Cloquet Avenue Business District.

10/17/2017

City of Cloquet / Cloquet
Economic Development Authority



TABLE OF CONTENTS

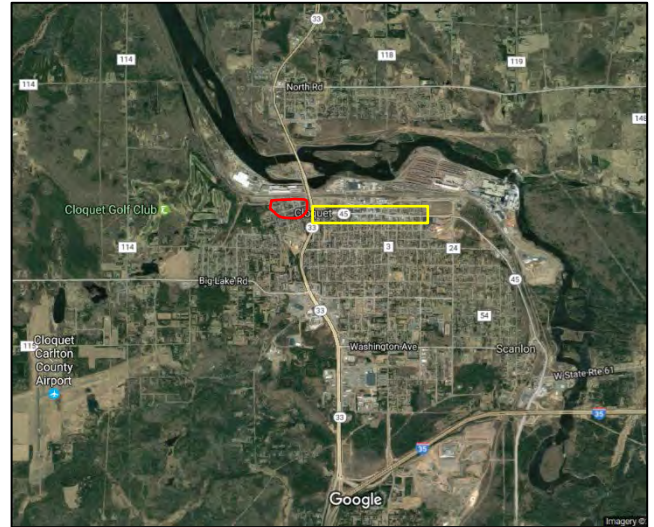
Introduction.....	1
Historic West End Business District.....	4
Cloquet Avenue Business District.....	9
Downtown Cloquet Revitalization Plan (Map).....	14
Downtown Cloquet Revitalization Strategy.....	15

APPENDIX

- 2017/2018 Cloquet Street and Parks Projects
- 1998 Sketching Cloquet's Future, A Community Revitalization Master Plan

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

CITY OF CLOQUET / CLOQUET ECONOMIC DEVELOPMENT AUTHORITY



Downtown Cloquet Business Districts located above: West End (red) and Cloquet Avenue (yellow).

I. INTRODUCTION - WHY DOWNTOWN?

Downtowns are the fabric of our history and unique local culture and as such are places and spaces that cannot be recreated. Downtowns are historically located near waterways and natural features that were historically important to business and commerce.

Cloquet, Minnesota has two distinct downtown business districts separated by Highway 33. East of Highway 33 lies the Cloquet Avenue corridor (Highway 33 east to 18th Street) and west of Highway 33 lies the Historic “West End” Business District (Avenues D, C, and B/Arch Street and Broadway). On October 12, 1918 Cloquet burned down in the “Fires of 1918.” After this devastating event, the City was intentional and deliberate about rebuilding the West End Business District as the seat of City government and focal point of commerce in the community. The Cloquet Avenue Business District was also rebuilt, however overall the district today is more eclectic in architectural building form and has been impacted by 1960-1980 tear down redevelopment projects. Cloquet Avenue Business District is less dense in building form than the compact West End Business District.



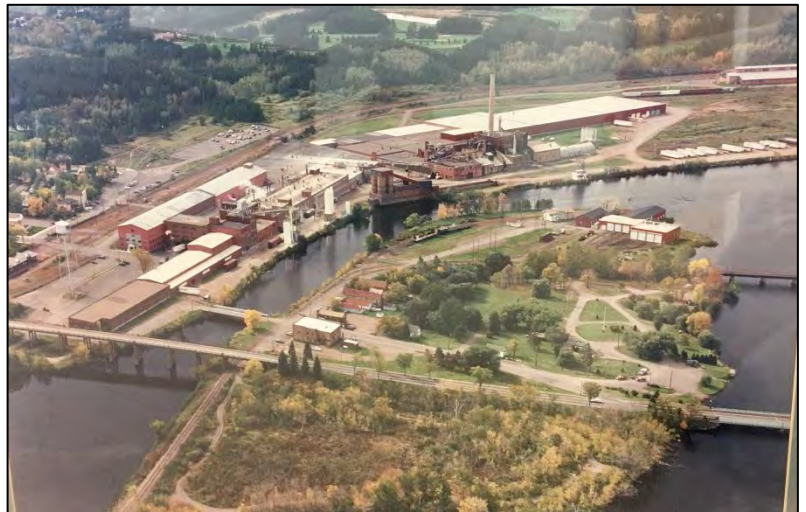
Downtown Cloquet Business Districts located above: West End and Cloquet Avenue which are divided by Highway 33 with the St. Louis Riverfront to the north.



Highway 33 did not exist through Cloquet until the late 1960’s. This photo shows the intersection design and strong east-west roadway patterns with the south roadway simply being a residential street (now Highway 33 today).

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

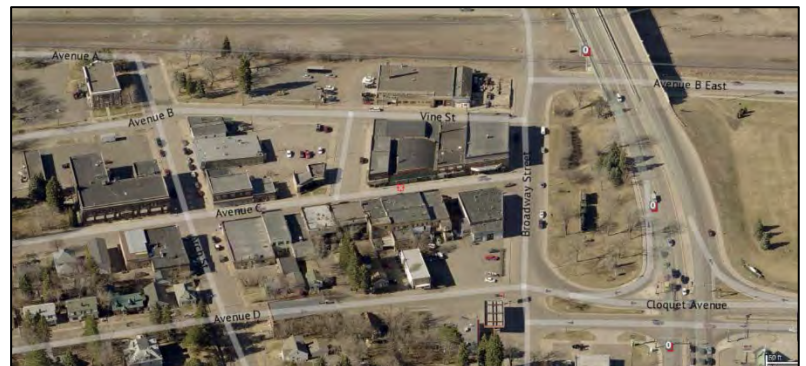
Prior to the construction of Highway 33 there were strong transportation east-west patterns that brought local and regional traffic onto Cloquet Avenue and into the West End Business District. Highway 33 was constructed through Cloquet in the late 1960's to create direct connectivity to Interstate 35 through Carlton County creating strong north-south transportation patterns. In the 1960's federal "Urban Renewal" programs and projects strove to redevelop historic downtowns that suffered devaluation in response to the rise of the automobile and rapid suburbanization of the country. The Highway 33 Bridge over the St. Louis River, as originally constructed in the late 1960's, had a direct off ramp onto Broadway leading to the West End Business District. In the 1995 the Highway 33 Bridge over the St. Louis River was reconstructed and raised significantly in height by the Minnesota Department of Transportation (MnDOT). This reconstruction eliminated the direct connection into the West End Business District and decreased the District's visibility from Highway 33. The bridge reconstruction project, required the redesign of the intersection of Highway 33 at Broadway and Cloquet Avenue, the key intersection separating the two business districts. In 1996, the City of Cloquet embarked on a roadway turnback project working with MnDOT and reconstructed Cloquet Avenue, which was part of the trunk line of Highway 45. Once completed, the roadway was turned over to the City and became a local street.



The above photo is of the original, late 1960's Highway 33 bridge over the St. Louis River. As illustrated, there are two river channels the bridge crosses. The photo also shows there was a direct at grade connection on the northwest side of the bridge onto Broadway into the West End Business District. In the mid 1990's, MnDOT raised the height of the St. Louis River bridge eliminating the direct connection from Highway 33 into the West End Business District.

Public Input

During November and December 2015, both property owners and business operators in the West End and Cloquet Avenue Business Districts, were invited to meetings to discuss assets, strengths, and challenges facing each downtown business district. In April 2016, property owners and business operators were invited to a joint downtown meeting where staff from the Minnesota Mainstreet Program presented an overview on downtowns, their specific program, and then assisted in the small group breakout sessions for each business district to help identify solutions to each business district's unique challenges. Information from this process was shared with the Cloquet Economic Development Authority, Cloquet Planning Commission, and Cloquet City Council for additional input.



Above is a photo of the West End Business District and its interface with the intersection of Highway 33.

The purpose of this document is to summarize key outcomes and conclusions from this downtown process. This information will be used for the Cloquet Economic Development Authority and other City boards to identify key strategic opportunities for the City to act upon, to leverage partners, and to implement.

The purpose behind developing this strategy is to provide a framework of concepts, policies, and action steps to guide decision making for local boards such as the Cloquet Economic Development Authority and City Council to improve the economic vitality of Downtown Cloquet. Specifically, this strategy lays out a vision.

Downtown Vision:

Revitalize Downtown Cloquet as a vibrant mainstreet with strong connectivity between the Historic West End Business District, Cloquet Avenue Business District, and St. Louis Riverfront Parks corridor.

Downtown Objectives:

- *Embraces strong pride in local history*
- *Offers quality gathering places*
- *Provides retail attractions*
- *Provides business destinations and is economically vibrant*
- *Offers quality housing options*
- *Enhances downtown district visibility and aesthetic improvements*
- *Businesses and community partners support and promote Downtown Cloquet*

II. HISTORIC WEST END BUSINESS DISTRICT

ASSETS

A key asset to the Historic “West End” Business District is the strong intact architectural character of the district, with strong residential populations above storefronts, and an evolving destination district. The West End enjoys a new restaurant, a coffee shop, a popular tattoo parlor and is in close proximity to the St. Louis Riverfront (trails, campground and parks). The district also has strong pedestrian and bicycle patterns.

CHALLENGES

The major challenge for the West End Business District is the limited visibility it has from Highway 33 and the poor traffic patterns leading into the district. As a result, the district is currently not vibrant and suffers from a high number of storefront vacancies, commercial buildings lacking utilities being on or used, and some commercial storefront conversions into blighted uses such as garage doors. There are also strong industry trucking patterns along Broadway and Avenue B within the district, a conflict at times with pedestrian/bicycle patterns.

OPPORTUNITIES

Key opportunities for the West End Business District include heighten the visibility of the district through improved district aesthetics, undertaking revitalization efforts, creating improved intersection entry at Highway 33 to tie both Downtowns together, creating the message that this is the “heart of the city,” and proactively marketing the opportunities of building space, city programs, and most importantly the City’s vision for the business district as an opportunity for entrepreneurs to invest in.

ACTIONS

The purpose of the “Actions” section is to provide a strategic framework of key goals from which the Cloquet Economic Development Authority, Cloquet City Council, and other City boards can use to identify and develop both detailed short and long range goals to facilitate the strategic leveraging of partnerships and implement positive change.

- 1. The City should identify projects that leverage and build upon the 2017 Broadway streetscaping project, Riverfront/Fauley-Dunlap-Veterans Parks investments, and are strategic in improving the aesthetics and wayfinding entry into the West End Historic District. Examples could include:**

West End Business District



The City Hall with portion of Wentworth Park in the foreground. Cloquet public buildings, built since the devastating fire of 1918, are of brick construction and designed for efficient administration of civic and community affairs.



Historic photo of the Avenue C corridor in the West End.



The Avenue C Restaurant recently opened in 2017 at 207 Avenue C, the historic First National Bank Building.

- a) **Renovation of Existing Properties in the District:** Work with property owners to facilitate renovation of existing properties and buildings in the district (e.g. former Smokey’s building, former Masonic Temple, Naaslund Interiors etc.), utilize infill opportunities for additional buildings or municipal parking lots welcoming visitors to the District and improve the viability of other underutilized buildings. Projects should strive to shield the back side of Avenue C buildings integrating beatification elements such as vegetation, iron fencing, decorative signage elements, new buildings, the addition of bicycle racks etc. (e.g. vacant parking lot on Avenue D at Broadway the focal point of West End entry). Consider attractive district signage in the form of an arch that communicates the location of the hidden district.

- b) **Enforcement:** Increased City enforcement on blighted properties within the district using both public and private property for inappropriate exterior storage. Enforcement could also include implementing a Vacant Building Registry requiring owners of vacant buildings who are financially disincentivized to annually register their building with the City providing key contact information to aide in the policing of nuisance elements of the property; or to proactively work with existing property owners of long standing blighted vacant buildings to become occupied and viable again.

- c) **Pocket Park/Pedestrian Walkway connections:** Underutilized parcels in the district on which buildings once stood and have been demolished (e.g. former Hong Kong Building, metal fence along Avenue C between 102 Avenue C and 106 Avenue C), provide an opportunity for potential City acquisition to clean up and create pocket park walkway accesses creating connections between Avenue C sidewalks and existing municipal parking lots. Concentrating unique regional

Gateway Signage



Archway signage over a highway in Birch Run, Michigan.



An example of downtown gateway signage in Yuma, AZ.



An example of downtown gateway signage in St. Cloud, MN, this photo is from the River’s Edge Convention Center and has a digital screen on top of the photo.

A walking mall in Ireland



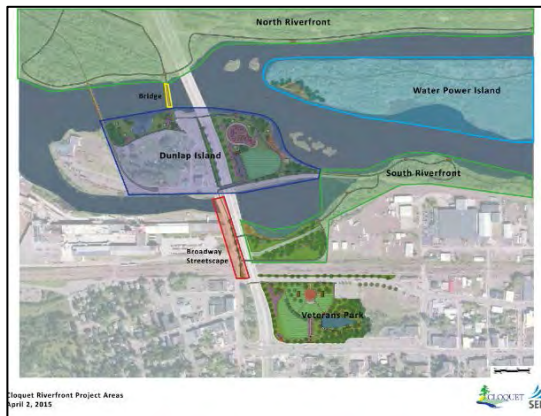
A walking mall in England



retail and arts destination stores, distillery’s/brewery’s, restaurants and considering a walking mall has also been suggested as the district is architecturally unique and would be enhanced with tree plantings.

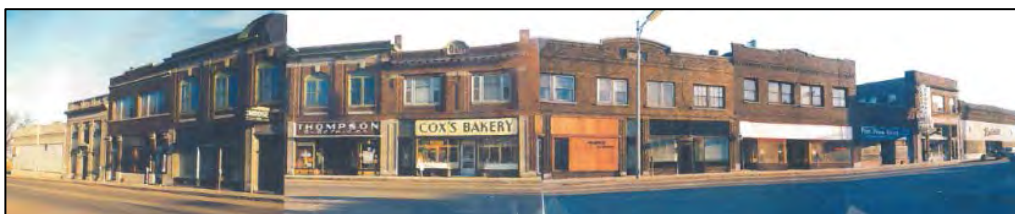
d) Leverage the Riverfront

- Streetscape Broadway creating strong bicycle and pedestrian connections to the St. Louis Riverfront. Integrate bike racks in West End Business District.
- Consider if there are infill development opportunities in the Riverfront area.
- Create trail connectivity from Cloquet’s Riverfront to the Munger Trail creating a destination trail system.



e) District Wayfinding Signage:

- **Integration of Business District Signage:** Wayfinding signage could be installed to communicate the location of the district.
- **Integration of Municipal Parking Lot Signage:** The City should ensure existing public parking lots within the district are well marked and correspond with wayfinding signage that are aesthetically welcoming in presentation.
- **Integration of Riverfront/Parks Signage:** Wayfinding signage should be installed for Riverfront/Fauley-Dunlap-Veterans Parks.
- **Enhance Existing Historic Signage and integrate additional signage:** Communicating Cloquet’s unique history of this district is an untapped opportunity, this includes signage communicating a building’s history in the district and wayfinding to other unique residential developments such as 1 Park Place. While there are some existing historic



A photo of the West End Business District from the 1960’s

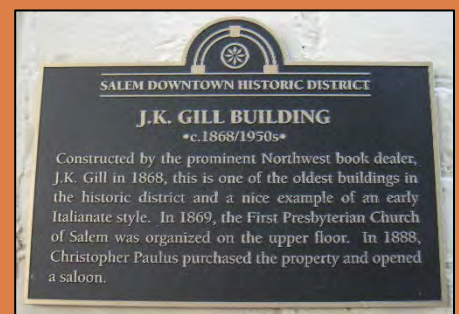
Wayfinding Signage



Public parking lot signage city wayfinding signage in Whitewater, WI.



Cultural, historical, and natural interpretive signage in St. Cloud, MN.



Historic building signage example from the downtown Salem historic district.

signage in the district, consider if it is prominent enough or needs enhancement.

Examples of art, sculptures, flag banners, and signage in downtown St. Cloud and Lindstrom.



- Aesthetic beautification, Art and Historic Pride Enhancements:**
 Examples could include the addition of art sculptures, district banner flags, mural panels in the West End depicting the region's fur trading-lumberjack-Native American history similar to those present in Ashland, WI, Iron River, WI and found in the Great Lakes Visitor Center. Murals could also focus on important people in Cloquet's development, or famous people and athletes whose heritage began in the City (e.g. Jessica Lange, Jamie Langenbrunner). The community, City and its Boards should consider if the West End should market itself as an Arts District.

2. Work with MnDOT on an intersection improvement project at Highway 33 and Broadway/Cloquet Avenue integrating Cloquet's two downtowns (West End and Cloquet Avenue) and infrastructurally communicate that this intersection is the "heart of the City of Cloquet."

3. Investigate the merits and receptiveness by businesses of a Downtown Special Service District to consolidate district maintenance efforts such as sidewalk snow removal, decorative plantings, decor and utilities (fiber). This could also include the integration of art and signage in the district (attached).

4. The district could consider joining the Minnesota Mainstreet Program and identifying a business leader or agency to spearhead that endeavor.

5. Create a Downtown Business Committee or form a Downtown Committee of the Cloquet Area Chamber of Commerce to create events and activity in both Downtowns.



6. Market the Cloquet Economic Development Authority's/City of Cloquet's economic development programs such as gap financing loans, tax increment financing, tax abatement, private revenue bond financing, land in the Cloquet Business Park, commercial property listings and more. Have marketing materials that also summarize area programs as well such as Carlton County, the State (DEED the Department of Employment and Economic Development), and other partners (e.g. Entrepreneur Fund, UMD Center for Economic Development etc.). Consider holding a "Cloquet Business Summit" to market these resources.

III. CLOQUET AVENUE BUSINESS DISTRICT

ASSETS

Key assets of the Cloquet Avenue Business District include convenient location, good parking, and strong transportation patterns as part of the former Highway 45 corridor connecting directly to Interstate 35.

CHALLENGES

The Cloquet Avenue corridor is wide and traffic travels fast making it difficult for pedestrians to cross. Cloquet Avenue is also a truck route.

OPPORTUNITIES

Along the Cloquet Avenue corridor there are street medians from Highway 33 east to 8th Street, however, the heart of the activity in the district, along with building and housing density, lies east of 8th Street. Consider street design concepts from 8th Street to 18th Street making the corridor more crossable for pedestrians by creating pedestrian refuge in the middle of the street making a stronger residential connection to businesses and parks/riverfront locations to the north. Other ways of shortening the pedestrian crossing distance without creating center lane refuge would be to incorporate bulb-outs at the street corners. Consider streetscaping the Cloquet Avenue corridor to improve the aesthetics, including street furniture.



The Cloquet Avenue Business District runs from Highway 33 to roughly 18th Street. Cloquet Avenue was formerly a MnDOT roadway part of Highway 45 but was turned back to the City in the 1990's and is now a local street. Unique to the corridor is the location of Veterans Park on the northside from Highway 33 to 7th Street and mixed land uses with transitional residential from 14th Street eastward until 18th Street with the presence of major industry.



Historic photo of Cloquet Avenue looking eastward at the corner of what is today Highway 33.



Historic photo of the south side of the 1200 block of Cloquet Avenue, which today is home to Daugherty's, the Pack n Mail Station (filled in alleyway), WKLK, Sara's VacShack, and Goodwill.



A historic photo of the north side of the 900 block of Cloquet Avenue featuring the Solem Hotel.

ACTIONS

The purpose of the “Actions” section is to provide a strategic framework of key goals from which the Cloquet Economic Development Authority, Cloquet City Council, and other City boards can use to identify and develop detailed short and long range goals.

- 1. Design Traffic Calming Improvements for Cloquet Avenue and integrate streetscaping and landscaping. In the 2018 budget \$2 million is currently budgeted. Improve signal efficiency and safety features (pre-emption and weighted signals).**
- 2. Renovate vacant second story spaces above businesses into active housing in the district.**
- 3. Focus on Strategic Redevelopment Opportunities in the District, in particular underutilized properties (e.g. single family homes) located between Avenue B and Cloquet Avenue into new uses including more dense housing options.**
- 4. Ensure redevelopment activities along Avenue B are integrated and aligned with the Downtown environment.**
- 5. Integrate civic building wayfinding signage. Implement municipal parking lot signage and wayfinding signage for downtown parking lots. Install vegetative screening and landscaping within municipal parking lots to improve aesthetics and boundaries with adjacent uses.**
- 6. Introduce aesthetic beautification elements such as district flag banners, sculptures, and art.**
- 7. Introduce historic signage within the district for buildings and locations within the district that were key to historic industry (e.g. historical use of Veterans Park area).**
- 8. Investigate the merits and receptiveness by businesses of a Downtown Special Service District to consolidate district maintenance efforts such as sidewalk snow removal, decorative plantings and holiday décor including the integration of art and signage in the district (attached).**

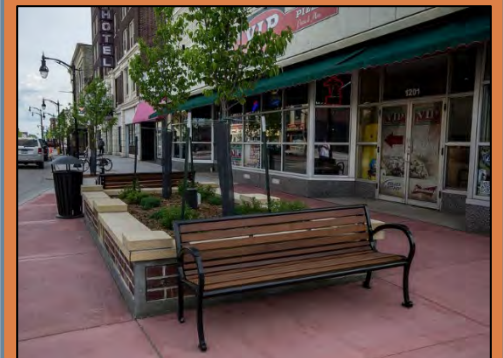
Cloquet Avenue



An aerial view of Cloquet Avenue from Highway 33 eastward.



The recently completed Tower Avenue streetscaping project in Superior, WI.



Street furniture and sidewalk amenities from the recently completed Tower Avenue streetscaping project.

9. The district could consider joining the Minnesota Mainstreet Program and identifying a business leader or agency or hire a staff position to spearhead that endeavor. Note as this is considered that Cloquet has had a history of volunteer business led burn-out on these types of efforts.

10. Create a Downtown Business Committee or form a Downtown Committee of the Cloquet Area Chamber of Commerce to create events and activity in both Downtowns.

11. Market the Cloquet Economic Development Authority's/City of Cloquet's economic development programs such as gap financing loans, tax increment financing, tax abatement, private revenue bond financing, land in the Cloquet Business Park, commercial property listings and more. Have marketing materials that also summarize area programs as well such as Carlton County, the State (DEED the Department of Employment and Economic Development), and other partners (e.g. Entrepreneur Fund, UMD Center for Economic Development etc.). Consider holding a "Cloquet Business Summit" to market these resources.

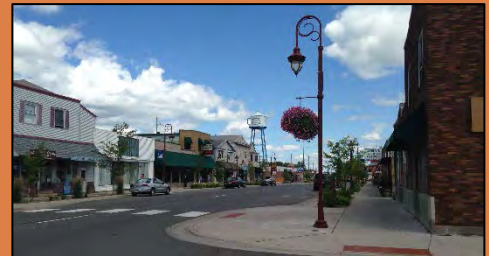
12. Cloquet's vision for Downtown is critical and ongoing.

*MN Small City
Streetscaping Examples*



During the summer of 2014 the City of Alexandria reconstructed their mainstreet to improve aesthetics, the economic vitality of downtown, to increase connectivity with trails by providing onstreet bike lanes, and to make it safer for pedestrians by adding bulb outs. They also collaborated with Blue Cross of MN to build active living elements into the streetscaping project:

<https://youtu.be/3ZkEZ3kJfFM>.



Downtown Linstrom, having one-way roadway pairs has a plaza on either end of downtown marked with a city sign and statue at each plaza. MnDOT reconstructed Highway 8 through town. The City bumped out the crosswalks, planted trees, installed stagnant speed limit signs and electronic speed signs.



On the following page is a general map of the plan for Cloquet Downtown improvements.

Downtown Streetscape Improvements in Brainerd: the physical look the public realm in Downtown was worn out and deteriorated. The streetscape at the time had been installed in the 1970's. The community determined that as 1st phase in a revitalized Downtown a new streetscape should be constructed. A significant part of the project was that municipal underground utilities needed to be replaced whether the streetscape was redone or not. The total project cost was estimated at \$3,500,000 with a 70/30 cost share. The community paid 70% of the cost and Downtown Special Service District paid 30% of the cost.

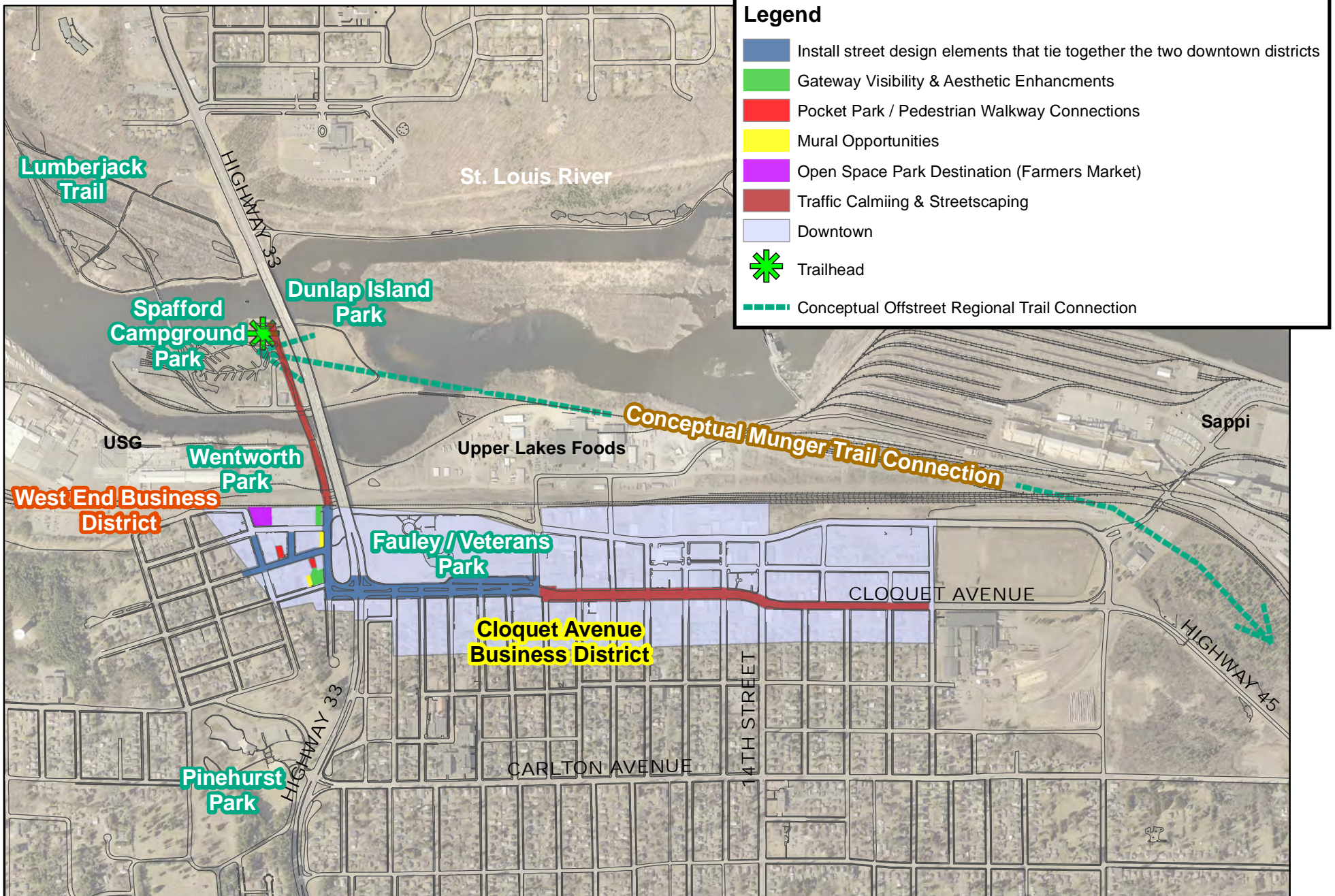
BEFORE

AFTER



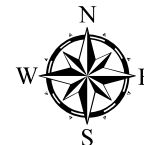
Brainerd also reconstructed College Drive, a three-lane corridor carrying 15,000ADT, into a divided four-lane that reduced access points for safety and added three roundabouts. The community decided to add streetscaping and medians as well.





Downtown Cloquet Revitalization Plan

Date: 10/2/17



DOWNTOWN CLOQUET REVITALIZATION STRATEGY

HISTORIC WEST END BUSINESS DISTRICT		
SHORT TERM ACTIONS (WEST END HISTORIC DISTRICT)		
1) Renovation of Existing Properties in the District	Promote existing City/County programs; create new programs, increase awareness of City tools.	CLOQUET EDA; COUNTY EDA
2) Enforcement	<p>*Increased City enforcement on blighted properties within the district that are using both public and private property for inappropriate exterior storage.</p> <p>*Investigate merits of Vacant Building Registry where owners are annually fined and must register their buildings providing the city with key contact information to deal with nuisance elements of the property. Characteristics of blighted commercial include: tax payment distress; mortgage payment distress; Utility payment distress or lack of utilities on (water, sewer, electric, heat); City Placard for Dangerous Structure; dilapidation/not maintained; vacant/non-occupied; conversion into blighted uses that require city enforcement; bank mortgage foreclosure; lack of post office delivery service; former razing of a structure and structure blocking off property rendering it functionally obsolete; property abandonment.</p> <p>*Proactively work with existing property owners that own long standing blighted vacant buildings in which water, sewer, and heat utilities have not been turned on for years and buildings are not being used so buildings become occupied and viable again.</p>	COMMUNITY DEVELOPMENT / CITY COUNCIL / UTILITY BILLING / POLICE DEPARTMENT
3) Hold an overall Business Summit for Both Downtown Districts	*Provide an overview of various ED programs available	CLOQUET EDA & AREA ED PARTNERS SUCH AS THE COUNTY, DEED, ENTREPRENEUR FUND, UMD CED ETC.

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

<p>4) Chamber of Commerce Integration</p>	<p>Form a Downtown Business Committee to create events and activity within both Downtowns (Cloquet Avenue and West End)</p>	<p>CLOQUET AREA CHAMBER OF COMMERCE BOARD</p>
<p>MID TERM ACTIONS (WEST END HISTORIC DISTRICT)</p>		
<p>5) Improve aesthetics and entry into the West End Historic District</p>	<p>*Work with property owners to facilitate renovation of existing properties and buildings in the district (e.g. former Smokey's building, former Masonic Temple, Naaslund Interiors etc.)</p> <p>*Underutilized infill opportunities for additional buildings or municipal parking lots to be leveraged and welcoming for visitors in the District and improve the viability of other underutilized buildings.</p> <p>*Shield the back side of Avenue C buildings integrating beautification elements such as vegetation, iron fencing, decorative signage elements, new buildings, the addition of bicycle racks etc. (e.g. vacant parking lot on Avenue D at Broadway the focal point of West End entry).</p> <p>*Consider attractive district signage in the form of an arch that communicates the location of the hidden district.</p> <p>*Pocket Park/Pedestrian Walkway connections: underutilized parcels in the district on which buildings once stood and have been demolished (e.g. former Hong Kong Building, metal fence along Avenue C between 102 and 106 Avenue C), provide an opportunity for potential City acquisition to clean up in presentation and create pocket park walkway accesses creating connections</p>	<p>Private-public partnership/ EDA / COUNCIL</p> <p>AMBASSADOR STYLE VISITS WITH BUSINESSES (STAFF, BOARDS, ELECTED OFFICIALS)</p>

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

	between Avenue C sidewalks and existing municipal parking lots.	
MID TERM ACTIONS CONTINUED (WEST END HISTORIC DISTRICT)		
6. Downtown Special Service District	Investigate the merits and receptiveness by businesses of a Downtown Special Service District to consolidate district maintenance efforts such as sidewalk snow removal, decorative plantings and holiday décor and other integration of art and signage in the district as a mechanism to help pay for amenities. Recently some MN cities have created SSDs to install internet fiber in the downtowns. Mn. Stat. 428A.01-101.	BUSINESS DISTRICT/EDA/COUNCIL
7. Minnesota Mainstreet Program	Investigate the merits and receptiveness by businesses to join the Minnesota Mainstreet Program and identifying a business leader or agency to spearhead that endeavor. http://www.mnpreservation.org/services/minnesota-main-street/	BUSINESS DISTRICT/EDA/COUNCIL
8. Leverage the Riverfront	<p>*Streetscape Broadway Street creating strong bicycle and pedestrian connection's to the St. Louis Riverfront. Integrate bike racks in West End Business District. Consider adding consistent lighting upgrades and other streetscaping amenities to Avenues C, D, and B; Arch and Vine Streets. Note future capital improvement program planned for the City.</p> <p>*Consider if there are infill development opportunities in the Riverfront area.</p> <p>*Create trail connectivity from Cloquet's Riverfront to the Munger Trail to create a destination trail system.</p>	<p>ENGINEERING</p> <p>BUSINESS DISTRICT</p> <p>EDA</p> <p>CHAMBER PLANNING ARDC PARKS</p>

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

MID TERM ACTIONS CONTINUED (WEST END HISTORIC DISTRICT)		
9. District Wayfinding Signage	<p>* Integration of Business District Signage: Wayfinding signage could be installed to communicate the location of the district.</p> <p>*Integration of Municipal Parking Lot Signage: The City should ensure that existing public parking lots within the district are well marked and correspond with wayfinding signage and are aesthetically welcoming in presentation.</p> <p>*Integration of Riverfront/Parks Signage: Wayfinding signage should be installed for Riverfront/Fauley-Dunlap-Veterans Parks.</p> <p>*Enhance Existing Historic Signage and integrate additional signage: Communicating Cloquet's unique history of this district is an untapped opportunity, this includes signage communicating building's history in the district and wayfinding to other unique residential developments such as 1 Park Place in the district. While there is some existing historic signage in the district, consider if it is prominent enough or needs enhancement.</p> <p>*Aesthetic beautification, Art and Historic Pride Enhancements: Examples could include the addition of art sculptures, district banner flags, mural panels in the West End on the Cloquet region's fur trading-lumberjack-Native American history similar to those present in Ashland, WI, Iron River, WI and found in the Great Lakes Visitor Center. Murals could also focus on important people, famous people or athletes from the City (e.g. Jessica Lange, Jamie Langenbrunner).</p>	ENGINEERING EDA COUNCIL BUSINESS DISTRICT

DOWNTOWN CLOQUET REVITALIZATION STRATEGY

LONG TERM ACTIONS (WEST END HISTORIC DISTRICT)		
10. Highway 33 at Broadway/Cloquet Avenue	Work with MnDOT on an intersection improvement project at Highway 33 and Broadway/Cloquet Avenue to integrate and tie together Cloquet's two downtowns (West End and Cloquet Avenue) and infrastructurally	ENGINEERING, COMMUNITY DEVELOPMENT, PUBLIC, COUNCIL, BUSINESS DISTRICTS, EDA
CLOQUET AVENUE BUSINESS DISTRICT		
SHORT TERM ACTIONS (CLOQUET AVENUE DISTRICT)		
A. Cloquet Avenue – CIP 2018 budget \$2 million	Design Traffic Calming Improvements for Cloquet Avenue and integrate streetscaping and landscaping. In the 2018 budget \$2 million is currently budgeted. Improve signal efficiency and safety features (pre-emption and weighted signals).	EDA/COUNCIL
B. Cloquet Avenue Wayfinding Signage and municipal parking lot aesthetic improvements	<p>*Integrate civic building wayfinding signage.</p> <p>*Implement municipal parking lot signage and wayfinding signage for downtown parking lots.</p> <p>*Install vegetative screening and landscaping within municipal parking lots to improve aesthetics and boundaries with adjacent uses.</p>	ENGINEERING
C. Chamber of Commerce Integration	Form a Downtown Business Committee to create events and activity within both Downtowns (Cloquet Avenue and West End)	CLOQUET AREA CHAMBER OF COMMERCE BOARD
MID TERM ACTIONS (CLOQUET AVENUE DISTRICT)		
D. Renovate vacant second story spaces above businesses into active housing in the district.	Cloquet Avenue district in particular has high number of vacant upper story opportunities e.g. Pedros, Furniture for Less etc.	PRIVATE PUBLIC PARTNERSHIP

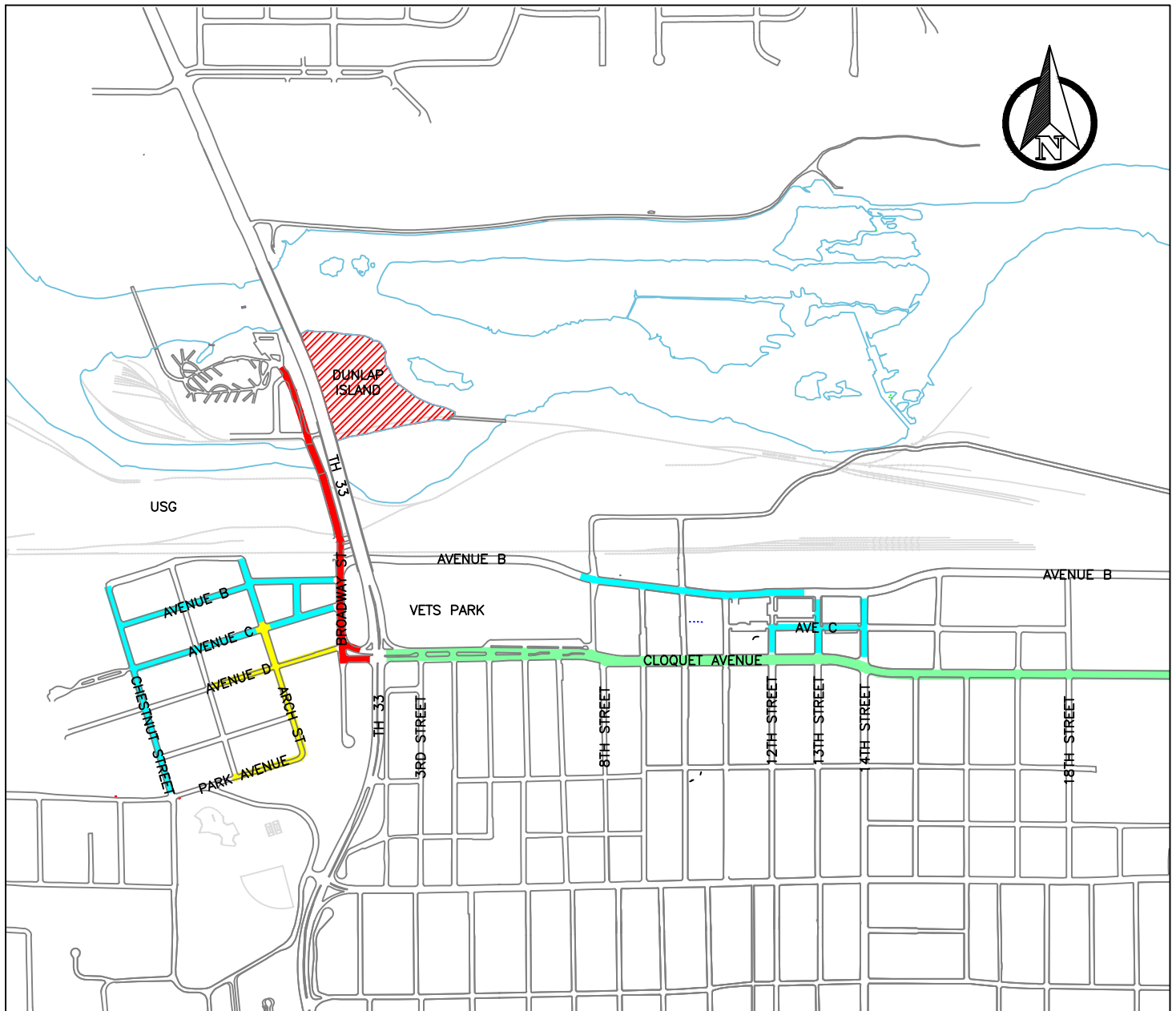
DOWNTOWN CLOQUET REVITALIZATION STRATEGY





MID TERM ACTIONS CONTINUED (CLOQUET AVENUE DISTRICT)		
<p>E. Introduce aesthetic beautification elements such as district flag banners, sculptures, and art. Introduce historic signage within the district for buildings and locations within the district that were key to historic industry (e.g. historical use of Veterans Park area).</p>		<p>BUSINESS DISTRICTS/EDA/COUNCIL PRIVATE PUBLIC PARTNERSHIP</p>
<p>F. Downtown Special Service District (SSD).</p>	<p>Investigate the merits and receptiveness by businesses of a Downtown Special Service District to consolidate district maintenance efforts such as sidewalk snow removal, decorative plantings and holiday décor and other integration of art and signage in the district as a mechanism to help pay for amenities. Recently some MN cities have created SSDs to install internet fiber in the downtowns. Mn. Stat. 428A.01-101.</p>	<p>BUSINESS DISTRICTS/EDA/COUNCIL</p>
<p>G. Minnesota Mainstreet Program</p>	<p>Investigate the merits and receptiveness by businesses to join the Minnesota Mainstreet Program and identifying a business leader or agency to spearhead that endeavor.</p>	<p>BUSINESS DISTRICTS/EDA/COUNCIL</p>
LONG TERM ACTIONS (CLOQUET AVENUE DISTRICT)		
<p>H. Focus on Strategic Redevelopment Opportunities in the District, in particular underutilized properties (e.g. single family homes) located between Avenue B and Cloquet Avenue into new uses including more dense housing options.</p>		<p>PRIVATE-PUBLIC PARTNERSHIP</p>
<p>I. Ensure redevelopment activities along Avenue B are integrated and align with the Downtown environment.</p>		<p>CITY DEVELOPMENT STANDARDS</p>

APPENDIX



2017-2018 DOWNTOWN STREET/PARK PROJECTS



-  2017 MILL & OVERLAY/PED RAMP UPGRADES
-  2017 MILL & OVERLAY/STREETSCAPE/PED RAMP UPGRADES
-  2017 DUNLAP ISLAND IMPROVEMENTS
-  2018 STREET RECONSTRUCTION
-  2018 MILL & OVERLAY/STREETSCAPE/PED RAMP UPGRADES



Sketching Cloquet's Future

A Community Revitalization Master Plan

10 June 1998

Submitted to:
Business Enhancement Task Force
and
The City of Cloquet, Minnesota

Prepared by:
Hoisington Koegler Group Inc.
LHB Engineers and Architects
Ehlers and Associates, Inc.
Dale Helmich, Community and Economic Development

Credits

This plan was guided by the insights of the Business Enhancement Task Force, who volunteered countless hours of their time to ensure the intentions of this plan matched the needs and desires of the Cloquet community. Much credit must be given to the following individuals:

Joanne Buskala	Buskala Jewelry
Carl Dahlman	CJ's
Ron Dvorak	Potlatch
Paul Gassert	Carlton County Auditor
Keith Hanson	Cloquet Journal
Deb Hill, <i>Co-Chair</i>	Cloquet Planning Commission
Herb Johnson	Cloquet City Council
Wendy Johnson	Cloquet Journal
Kerry Karpinen	Northeastern Hotel
Don Loeb, <i>Co-Chair</i>	Edward Jones, Ltd.
Della Lynch	Cloquet Area Chamber of Commerce
Pat McDonald	McDonald Rental
Mike McKinney	Little Stores
Jim Prusak	Cloquet City Engineer
Bill Schlenvogt	Cloquet City Planner
Steve Sorenson	Northern Minnesota Utilities
Russ Smith	Independent School District #94
Linda Vuicich	Citizen
Randy Wagner	Damberg Scott Gerzina & Wagner

In addition, the planning process relied on the participation of the Cloquet community to review and evaluate directions and to provide critical balance to the formulation of the plan. Through workshops, interviews, focus groups and other methods, the people of Cloquet were asked to contribute their thoughts related to the revitalization of their community. Without their input, this plan would not have been possible.



Master Plan Context	page 1
Concept	page 2
Cloquet's Business Districts	
Conditions and Community Input	
Market	
Local Character	
Guiding Principals	
Master Plan	
Districts and Features	page 19
Highway 33 South	
Sunnyside	
Cloquet Avenue	
West End	
Highway 33	
Stanley Avenue	
14th Street	
St. Louis River	
Veterans Park	
Boundaries	
Site Development	
Signage	
Design Guidelines	page 48
Design Strategies	
Design Guidelines	
First Steps	page 68
Light Industrial Redevelopment in Cloquet Avenue district	
14th Street	
Highway 33, Cloquet Avenue, Avenue 'D' and Broadway Street	
Storefront and Building Infrastructure Rehabilitation	
Stanley Avenue	
Highway 33 Plantings	
Retail Business Development	
Signage	
Cloquet Avenue and West End Special Service District	
Tools	page 80
Finance Tools and Resources	
Evaluation Tools and Resources	

Cloquet Avenue

The Cloquet Avenue district is basically a long street, with no real depth beyond one-half block north or south, and no real levels of activity as a result of the lack of concentration of development. The master plan recognizes the lack of people as a concern, and restructures the district to bring more people to Cloquet Avenue on a daily basis. While a strong sense of built character is not evident along Cloquet Avenue, some elements speak to the notion of this area being a "downtown." Through renovation, redevelopment and new uses, life can be brought to Cloquet Avenue.

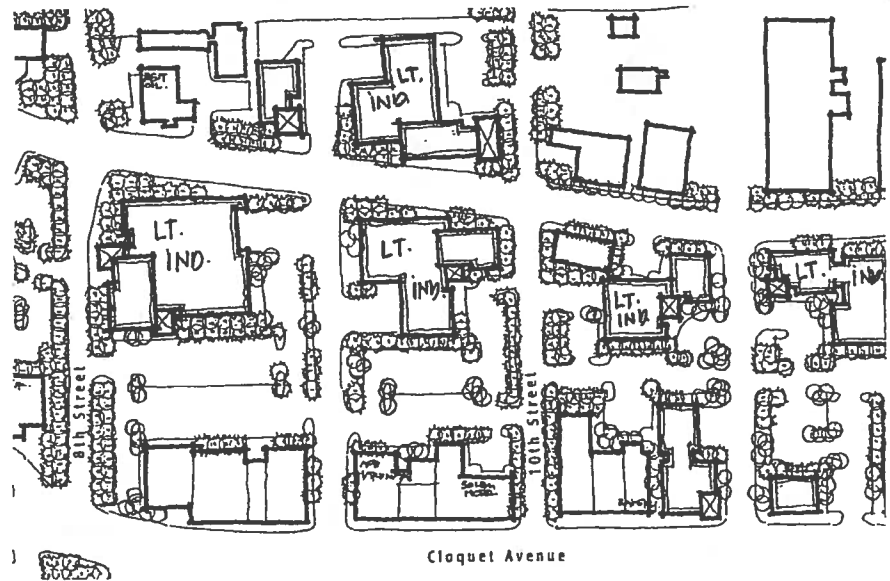
Cloquet Avenue, as a "downtown" type of district, will have a mixed-use character — that is, uses here might include commercial, office and residential uses, mixed horizontally and vertically. This pattern works well for properties that abut Cloquet Avenue, but reinforcement of that pattern will not guarantee a greater sense of life for the district.

Light Industrial Redevelopment

Avenue 'B' is one block north of Cloquet Avenue, and it is generally industrial in character. The land between Cloquet Avenue includes single family residential and other less discernible uses. To most effectively utilize the limited available land in the district, the master plan illustrates light industrial uses immediately north of the buildings on the north side of Cloquet Avenue. Light industrial space is needed in Cloquet (given that the existing industrial park is at capacity), and having underutilized or undervalued land in proximity to an area where change is needed could be a strong catalyst for change. These uses could be developed in character with Cloquet Avenue, while providing a population that might utilize existing Cloquet Avenue businesses or spur the creation of new ones. In addition, it enhances a large area of the district that detracts from the district as a whole. Light industrial uses might also be extended to the north side of Avenue 'B' resulting in improved aesthetics for that part of the district.

It will be important to establish zoning across the areas where light industrial uses might occur. The city's current classification for light industry is not appropriate as it allows outdoor storage. An examination and possible modifications to other existing zoning classifications might be a more direct approach, and it might allow for uses that include a wider variety of opportunities for the district.

Light Industrial uses will enhance aesthetics and the community's tax base, as well as providing a base of customers for some downtown businesses. Parking for these uses might also serve the needs of commercial uses in the district.



As light industrial uses are implemented, the parking that serves the new facility should be organized to be shared with businesses on the north side of Cloquet Avenue. This would encourage clean up of the back sides of buildings and the enhancement of existing parking areas. As the district is revitalized, convenient and attractive parking will be needed; creating new parking to serve 110% of anticipated light industrial demand will provide some flexibility for accommodating the parking needs of existing Cloquet Avenue businesses.

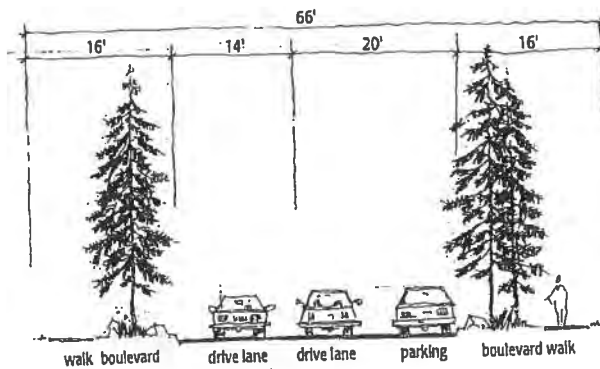
Parking

One of the plan's underlying goals is the creation of healthy neighborhoods that have a strong connection to the community's business districts. The plan encourages the retention of residential uses on the south side of Cloquet Avenue — an area that should find new value as the district revitalizes. Key to this is the limitation of the spread of commercial uses to the south, especially expansion of parking facilities without simultaneous buffering of the negative impacts of parking. Any parking area that occurs between the district and the surrounding residential uses should be screened with vegetation and fencing such that views of the parking area are 80 percent obscured from an adjacent first floor and illumination of the parking area is contained on the site and is 50% obscured from first and second floors of adjacent residential uses.

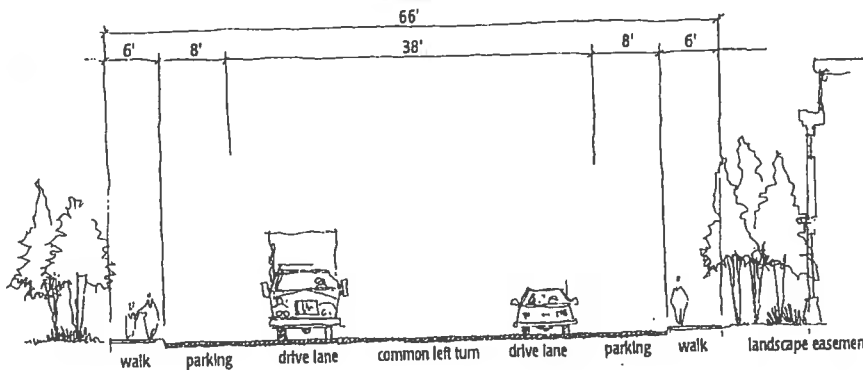
Neighbors

The Cloquet Avenue district, a link between Highway 33 and Interstate 35, is as well-connected as any district in Cloquet. It suffers from the lack of activity more than a lack of good transportation routes, but the introduction of new uses will bring a greater intensity of activity. As properties along Avenue 'B' redevelop, however, they will need to be more directly integrated with Cloquet Avenue. Streetscape improvements on 8th Street, 10 Street and 12th Street (the front door streets for new light industrial uses) will form that connection without major changes to existing circulation patterns.

Streets



Cross streets, enhanced with lighting, sidewalks and landscaping, will connect Cloquet Avenue with Avenue 'B' and provide a "front door" for new light industrial uses.



Avenue 'B' will always carry the truck traffic, but -- with streetscape enhancements -- it might someday do so in ways that better fit the Cloquet Avenue district.

Avenue 'B' will remain an important traffic corridor for trucks serving existing and new industry. Between 8th Street and 14th Street, several existing businesses create significant conflicts with heavy commercial traffic (Wood Service, Viking Lumber, Carlton County Office Building, Cars Towing). These conflicts will worsen, particularly as Potlatch nears completion of its pulpmill expansion. Future developments along Avenue 'B' must avoid similar traffic conflicts and solutions should be investigated to eliminate existing conflicts. As traffic improvements are implemented, it will also be important to instill a character for Avenue 'B' that is more in keeping with a "downtown" environment.

Cloquet Avenue was recently reconstructed, but its width is an impediment to pedestrian activity. Consideration, in the long term, should be given to the introduction of planted median for portions of its length, enhancing aesthetics of the district as well as providing a "refuge" for pedestrians crossing the street.

Existing Structures The revitalization of Cloquet Avenue only depends in part on new light industrial activities. If light industry creates a new population from which the existing Cloquet Avenue businesses can draw, then the businesses must take steps to make themselves attractive to these customers. Renovation of existing structures, targeted redevelopment along Cloquet Avenue and infill will be the tools used to improve the aesthetics of Cloquet Avenue itself.

Anchors The district might also be enhanced by activities that are more public. The use of Veterans Park as a significant community gathering space is discussed later. It must become one of the anchors of the Cloquet Avenue district.

City Hall is the other anchor. It will always be a place of activity and importance for the community. To bolster this end of Cloquet Avenue, a civic business core might be established. This might dictate that the city's presence be augmented with county functions, if the need for expanded county services in Cloquet becomes necessary.

Pattern Summary The character and uses of the Cloquet Avenue district are as follows:

Use:	Cloquet Avenue: small/specialty retail; convenience retail (provided it properly addresses the street); personal and business services; business support services; professional services; eating establishments; lodging; office; upper level residential; civic and institutional Avenue B: light industry; office
Market:	primary
Buildings:	Cloquet Avenue: historical restoration encouraged; historically (and/or community) sensitive infill; two story required Avenue B: contemporary construction; two story mass required; two story use encouraged
Orientation:	primary building axis perpendicular to street
Circulation:	pedestrian and vehicle balanced

Strategies, Actions and Outcomes The following strategies are recommended for the Cloquet Avenue district:

Strategy: Acquire properties that are underutilized or undervalued and estab-

lish them as redevelopment projects in order to raise the standards of the district or to provide new opportunities for business.

Actions: Identify key sites for reinvestment and/or acquisition by the city according to the patterns of the plan.
Establish finance tools to aid redevelopment/renovation of key sites.
Market sites or buildings to parties interested in fulfilling aspects of this revitalization plan.

Outcome: Highly valued and productive uses on all land in the district.

Strategy: Redevelop underutilized or undervalued parcels and properties to ensure the highest and best use of limited available land.

Actions: Clarify land use conflicts, resolve aesthetic concerns, increase tax base and provide land for light industrial use by redeveloping residential uses in areas between Cloquet Avenue and Avenue 'B'.
Monitor property conditions to ensure maximum use of the land.

Outcome: Productive, attractive and valuable use of all land in the district, and an attitude of development that postpones peripheral development until no other practical options are available.

Strategy: Redevelop cross streets to create stronger connections between Cloquet Avenue and Avenue 'B' and a "front door" for new light industrial uses along those streets.

Actions: Implement streetscape improvements to highlight this connection using elements that recall the forest and the river.
Renovate the building between 8th Street and 9th Street facing Cloquet Avenue to create a more significant "anchor" for the south end of the redeveloped street.

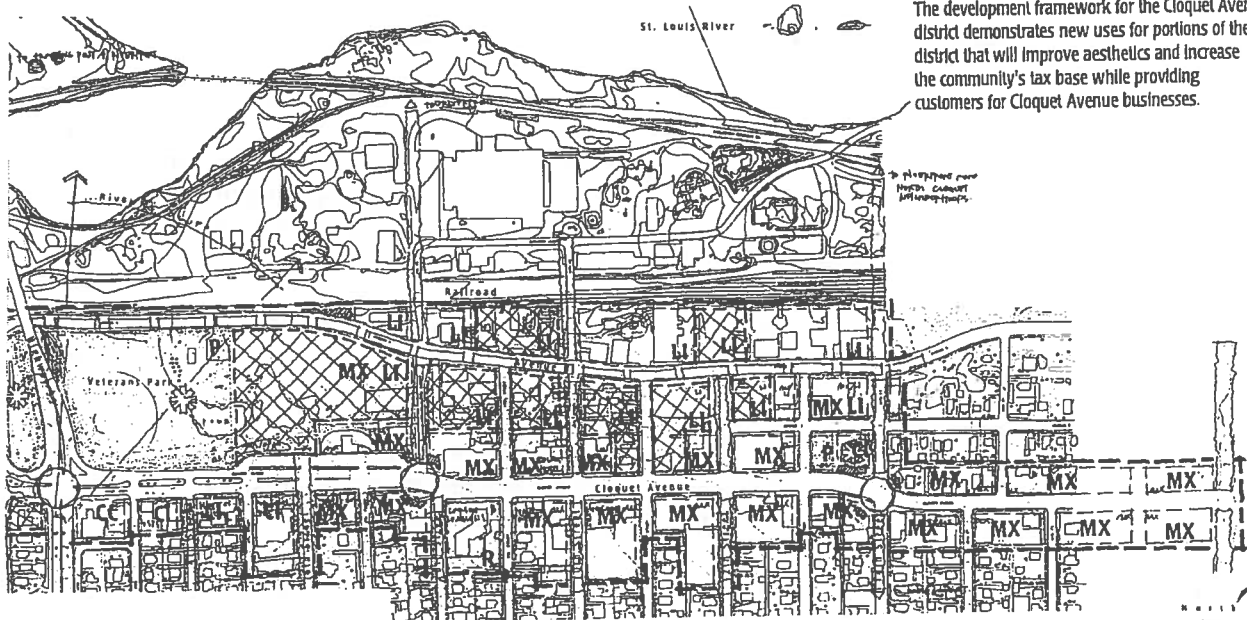
Outcome: Streets that invite vehicle and pedestrian traffic to move between Cloquet Avenue and Avenue 'B' and highlights the west end of the Cloquet Avenue business area.

Use	
R	Residential
CC	Community Commercial
RC	Regional Commercial
MX	Mixed
O	Office
LI	Light Industrial
CI	Civic-Institutional
P	Parks and Open Space

Pattern	
	Development Opportunity
	Parkway
	Enhanced Streetscape
	Remnant or Reclaimed Forest
	Focal Intersection
	Community Focal Point
	District Boundary

see page 35 for definitions

The development framework for the Cloquet Avenue district demonstrates new uses for portions of the district that will improve aesthetics and increase the community's tax base while providing customers for Cloquet Avenue businesses.



West End

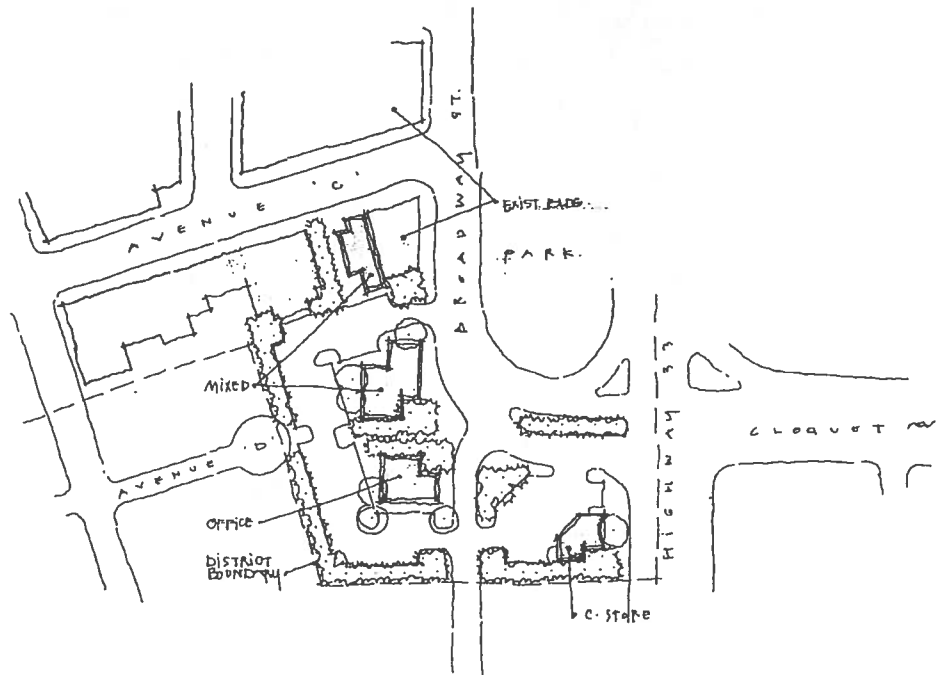
As much as this plan advocates for the introduction of character elements into Cloquet's business districts, it is the West End where real character already exists. The patterns of development have the look and feel of a traditional downtown — true business district. Historic buildings, a discernible "urban" pattern, and local enterprises all come together in the West End. The master plan naturally accepts these features as positive elements, and looks to ways of enhancing activity levels to maintain the district's vitality. Some elements will change, but the change focuses on the replacement of elements that should be there, rather than bringing in many new elements.

Avenue 'D' and Broadway Street

The West End's major disadvantage is that it is not well connected to traffic patterns of the community. The streets exist, but the aesthetics of the entry to the district diminish its qualities and do not present an invitation to move off Highway 33 or to continue along Cloquet Avenue into the district. Enhancement of the intersection of Avenue 'D' and Broadway Street have been initiated for the public portions, but do not really go far enough.

Avenue 'D' forms one leg of an awkward intersection as one enters the West End from the east. It serves as a connection to the neighborhood to the west, but it carries relatively low volumes of traffic. Vacation of a portion of this street and subsequent development of the site (if combined with some of the property on each side of the former street, could provide a great focal point and terminus to Cloquet Avenue, and it would begin to screen the back sides of Avenue 'C' development (which is the most distracting part of the West End entry sequence). A building placed on this site must be seen as something special: to create a parking lot on the old right-of-way would waste a tremendous opportunity. Under the plan, not all of the street is vacated; from the west, the street could terminate in a parking lot or a cul-de-sac.

Reconfiguration of the entry to the West End will focus attention toward Avenue 'C', and provide opportunities for aesthetic enhancement and redevelopment.



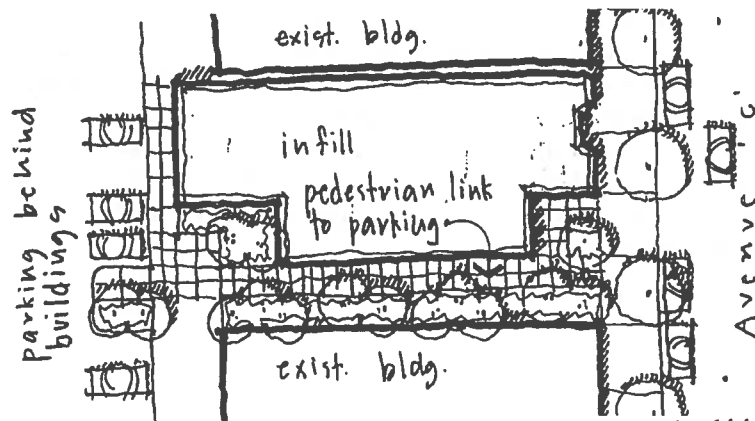
Redevelopment of a part of Avenue 'D' is not the only action needed to enhance the entry to the West End. The necessary improvements to the backs and sides



of buildings surrounding this intersection, as well as the expedited renovation of the Chief Theater, are encouraged by this plan.

Patterns of land use in the West End are typical of a traditional downtown. Of all the business districts in Cloquet, this is where activities should be most mixed; therefore, any number of uses might be a part of the street experience. No change to this pattern is needed, but the encouragement of upper level residential uses will add vibrancy to the district. The introduction of galleries, small specialty shops and eating establishments will also bring life to the district at times when normal professional and business services (a mainstay of the district) are not at their peak.

Since Avenue 'C' is so well defined by buildings in the West End, the lack of a building anywhere along its length in the district detracts significantly from the district as a whole. At the east end of the district, a white metal panel separates the street from an "empty" lot. This site should be redeveloped with a building that fits the character of the West End, but the opportunities presented by the gap that exists must not be overlooked. Parking developed at the rear of the buildings in this area could be accessed by a walkway alongside the new infill development.



Buildings in the West End should be continuous and immediately behind the sidewalk. Gaps might occur where pedestrian connections are made between sidewalks and parking areas behind buildings.

To initiate the plan for the West End, business and property owners should be encouraged to invest in this stock of buildings, upgrading building infrastructure and the facades. Rather than redevelopment, the creation of infill and renovation projects is more appropriate — matching the urban pattern and character of the district instead of attempting to replicate the contemporary development patterns found along the highway.

The West End, according to this plan, will include the following patterns:

Pattern Summary

- Use: small/specialty retail; personal and business services; galleries, crafts and decorative arts; home furnishings and decorating; eating establishments; lodging; office; upper level residential
- Market: primary and secondary
- Buildings: historical restoration and preservation encouraged; two story required
- Orientation: primary building axis perpendicular to street
- Circulation: pedestrian



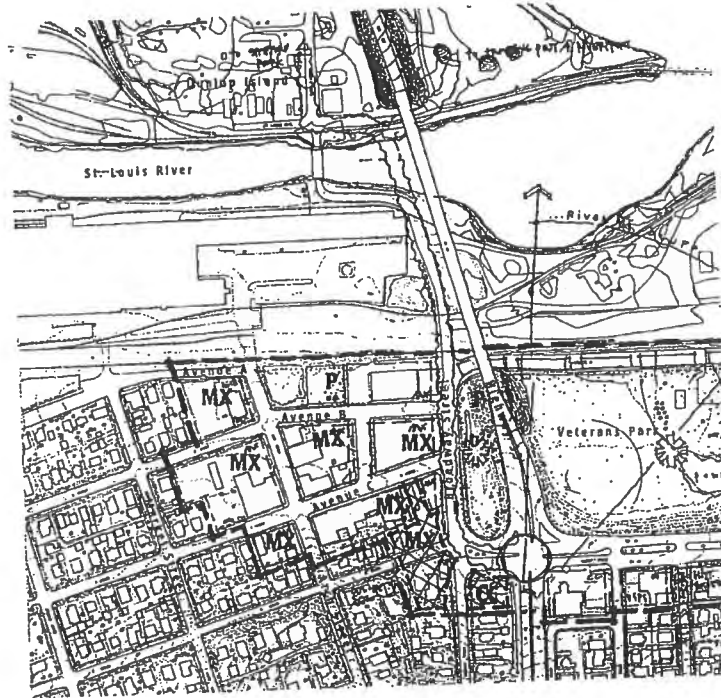
Strategies, Actions and Outcomes The following strategies are recommended for the West End's revitalization according to this plan:

Strategy: Invest in properties that are underutilized or undervalued to raise the standards of the district or to provide new opportunities for business.
Actions: Identify key sites for reinvestment and/or acquisition according to the patterns of the plan.
Establish financial tools to aid in the redevelopment or renovation of the key sites.
Outcome: Highly valued and productive uses on all available land in the West End district.

Strategy: Invest in existing buildings to create space for new businesses or to help existing businesses prosper.
Actions: Adopt the design guidelines portion of the community revitalization master plan.
Require that developers seeking public assistance in their projects meet the intentions of the design guidelines.
Establish a loan program to assist developers in storefront and building infrastructure renovations.
Establish a review process to ensure compliance with the design guidelines.
Outcome: Preservation of Cloquet's older buildings in a well-maintained condition suitable for conduct of a contemporary, productive business.

Strategy: Enhance the entry to the West End from Highway 33 to be more attractive and inviting.
Actions: Vacate a portion of the Avenue 'D' right-of-way and restructure traffic movement with a cul-de-sac approached from the west.
Combine the vacated right-of-way with adjacent parcels to create a significant development opportunity.
Market the combined site to a developer willing to create a building of substance and character.
Assist, to the degree possible, in the expedited renovation of the Chief Theater.
Outcome: An entry to the West End that is active (not parking lots) and attractive, using buildings to screen the back sides of existing buildings.





The development framework for the West End district shows an enhanced entry from Highway 33 and intends a nearly continuous wall of buildings at the edge of the sidewalk.

Use	
R	Residential
CC	Community Commercial
RC	Regional Commercial
MX	Mixed
O	Office
LI	Light Industrial
CI	Civic-Institutional
P	Parks and Open Space
Pattern	
	Development Opportunity
	Parkway
	Enhanced Streetscape
	Remnant or Reclaimed Forest
	Focal Intersection
	Community Focal Point
	District Boundary

FRAMEWORK DEFINITIONS

Use	Pattern
<p>Residential Single or multiple family dwellings</p>	<p>Development Opportunity Underutilized sites; sites with use conflicts; high community value sites; sites that may change as a result of the actions of this plan</p>
<p>Community Commercial Commercial and service activities focused on local market; locally-owned or operated enterprises (including franchises)</p>	<p>Parkway Streets that reflect the larger Cloquet landscape, create continuity through a district, or form connections to significant community features</p>
<p>Regional Commercial Commercial and service activities focused on regional market; franchises, chain stores (including corporate and locally-operated enterprises)</p>	<p>Enhanced Streetscape Urban features (street trees, lighting, signage, sidewalks) to create continuity and definition of a district</p>
<p>Mixed Retail or office at street level, with office or residential occupying upper levels</p>	<p>Remnant or Reclaimed Forest Landscape features (especially pines and aspen) on unused or un-useable portions of a site or right-of-way</p>
<p>Office Office or professional services</p>	<p>Focal Intersection Locations of enhanced landscaping, signage or other features at significant crossing or intersections, typically at a signalized intersection</p>
<p>Light Industrial Smaller scale "clean" production activities, no outside storage, limited large vehicle deliveries, a portion of the building dedicated to office use</p>	<p>Community Focal Point Sites or facilities that are recognized as true community resources or features</p>
<p>Civic-Institutional Municipal, county, regional, state or federal agencies; schools, churches, museums</p>	<p>District Boundary Design Guidelines apply to new development and changes to existing development within each District Boundary</p>
<p>Parks and Open Space parks and public gathering spaces</p>	

see page 35 for definitions



Cloquet Avenue and West End Special Service District

The best efforts of any actions will be diminished or lost if the environment is not well cared for. Consistent cleaning of streets and sidewalks and timely removal of snow, unified seasonal decorations and other maintenance practices, and even the creation and maintenance of common parking areas, are often best conducted through a vehicle such as a special service district. Even if most businesses are dedicated and follow through consistently in these areas, it is the one or two businesses that never perform these tasks that detract from the whole. It will take a united effort on the part of business and land owners to initiate a special service district; the owners impose this practice on themselves (it cannot be forced upon the owners by the city).

Many downtown areas have realized the benefit of a special service district, and many cities have supported businesses in their efforts in establishing these districts. The businesses enjoy more attentive maintenance that is guided by their needs, and cities may be relieved of the more intensive maintenance these areas require. Citizens also enjoy benefits from a special service district created for maintenance of a downtown area: the costs to the city's general fund are typically eliminated or dedicated to other purposes.

The details of such a district are discussed in the section on "Tools."



INFORMATION BRIEF
Research Department
Minnesota House of Representatives
600 State Office Building
St. Paul, MN 55155

Andrew Biggerstaff, Legislative Analyst
andrew.biggerstaff@house.mn
Deborah A. Dyson, Legislative Analyst
deborah.dyson@house.mn

Updated: October 2014

City Special Service Districts

One way for a city to provide an increased level of service or infrastructure to its commercial or industrial areas is to create “special service districts.”¹ Special service districts (SSDs) are established at the request of the persons who will pay for the increased level of service. Since the early 1980s, individual cities have been authorized to set up these districts. Since 1996, cities have had general law authority to create SSDs. This information brief describes the history of the law authorizing special service districts, the requirements of the law, and provides a few examples of the use of SSDs.

What are special service districts?

A special service district is “a defined area within the city where special services are rendered and the costs of the special services are paid from revenues collected from service charges imposed within that area.”² An SSD may be established anywhere in a city but only business property (i.e., commercial, industrial, utility, or land zoned for commercial or industrial use) will be subject to the service charge. SSDs are commonly used in areas with a concentration of retail stores.

¹ Towns and counties may also do this by establishing “subordinate service districts” under [Minnesota Statutes, chapters 365A and 375B](#). While very similar to city special service districts, subordinate service districts are not discussed in this information brief. See the House Research publication, *Subordinate Service Districts*, January 2014.

² Minn. Stat. § 428A.01, subd. 4.

Copies of this publication may be obtained by calling 651-296-6753. This document can be made available in alternative formats for people with disabilities by calling 651-296-6753 or the Minnesota State Relay Service at 711 or 1-800-627-3529 (TTY). Many House Research Department publications are also available on the Internet at: www.house.mn/hrd/.

In 1983, Bloomington became the first city authorized to establish an SSD.³ Bloomington's special law became the basis for later special laws and then the general law. In 1988, the elements of the special laws were codified as *Minnesota Statutes, chapter 428A*. However, a city still needed special legislation to authorize it to use *chapter 428A*. In all, 26 cities have been authorized to establish SSDs by special legislation, and in some cases, more than once. Not all cities authorized to establish SSDs have done so.

In 1996, the statute was amended to permit any statutory or home rule charter city to establish an SSD by ordinance, without requiring special legislation. This authority originally expired in 2001, but has been extended several times, most recently to 2028. After June 30, 2028, cities will need special legislation to establish SSDs.⁴

What kinds of services may be provided in an SSD?

The city ordinance establishing the SSD specifies what services may be provided. In general, the services are those:

- not ordinarily provided throughout the city from general fund revenues of the city, or
- provided at an increased level than for the rest of the city.⁵

Special services authorized in some city ordinances have included street and sidewalk cleaning, snow and ice removal, lighting, signage, parking, parking enforcement, marketing and promotion, landscaping, and security. They may also include capital improvements authorized in the special assessment statute.

How is an SSD established?

An SSD may be established only if a petition by a certain percentage of potentially affected property owners is filed and the city adopts an ordinance to establish it.

Petition. An SSD may be established by petition by the owners of 25 percent or more of the land area that would be subject to the charges *and* either (i) owners of 25 percent or more of the net tax capacity of property that would be subject to the charges, or (ii) owners, individuals, and business organizations that would be subject to 25 percent or more of a proposed charge.⁶

Ordinance. If a petition is filed, the city may prepare an ordinance that describes the specific area and lists the services to be provided. The city must notify all business owners in the area prior to the hearing, with information on the nature of the proposed services, an estimated cost of

³ Laws 1983, ch. 361, §§ 2 to 12.

⁴ Minn. Stat. § 428A.101.

⁵ Minn. Stat. §§ 428A.01, subd. 3; 428A.02, subd.1.

⁶ Minn. Stat. § 428A.08.

improvements, and the amount of the proposed service charges.⁷ The effective date must be at least 45 days after the city adopts the ordinance.⁸ The city must hold a public hearing on the proposed ordinance.⁹ An existing district may be enlarged following the notice and public hearing requirements for establishing a new district.¹⁰

Objections. Potentially affected property owners may testify at the hearing. They may also object in writing, and if the city agrees, the property may be excluded or the ordinance itself may be delayed. If the city does not agree, the property owner has 30 days to appeal to district court, which may affirm, modify, or cancel the city's determination.¹¹ The proposal can be effectively vetoed if owners of 35 percent or more of the land area that would be subject to the charges *or* owners, individuals, or business organizations subject to 35 percent or more of the charges file an objection to establishing the district before its effective date.¹²

Advisory board. The city council may create an advisory board for each special service district in the city to advise the governing body in connection with the construction, maintenance, and operation of improvements, and the furnishing of special services in a district.¹³

How are the services financed?

Businesses in the district pay for the increased level of services through service charges.¹⁴ The charges must be proportionate to the costs of the services and may be collected through the property tax collection system or through other means if so provided by the ordinance. If the service charge is based on net tax capacity, exempt property is exempt from the service charge. Service charges are not included in calculating levies for purposes of any other law related to levies. The fees may be used to pay off general obligation bonds issued by the city for the capital improvements made in the service district under the ordinance. Bonds issued for service district purposes do not require an election.¹⁵

How many cities have established SSDs, and how much money is collected?

Since 1996, each city with an SSD is required to submit the SSD ordinance to the Commissioner of Revenue.¹⁶ However, the commissioner is not required to do anything with the ordinances

⁷ Minn. Stat. § 428A.02.

⁸ Minn. Stat. § 428A.09, subd. 1.

⁹ Minn. Stat. § 428A.03, subd. 1.

¹⁰ Minn. Stat. § 428A.04.

¹¹ Minn. Stat. § 428A.02, subd. 5.

¹² Minn. Stat. § 428A.09.

¹³ Minn. Stat. § 428A.07.

¹⁴ Minn. Stat. §§ 428A.02, subd. 3; 428A.05.

¹⁵ Minn. Stat. § 428A.06.

¹⁶ Minn. Stat. § 428A.02, subd. 1, added by Laws 1996, ch. 471, art. 8, § 5.

filed and there is no penalty for not filing. The data is not identified separately in any financial report to the state. With no effective statewide reporting, it is difficult to know how many SSDs have been established or how much money is collected for SSD purposes statewide. In addition, due to the method of imposing the charges and the lack of effective reporting, these dollars are not included in analyses of overall tax burdens.

The following is a list of some cities that have information about their SSDs on their websites.

- *Crookston*: 1991, to fund downtown storefront improvements; and 1997, to fund citywide flood control
- *Duluth*: 1993, to fund enhanced services and programs, with the goal of improving the safety, cleanliness, and economic vitality of the downtown waterfront
- *Mankato*: 1998, to provide and maintain free parking facilities for customers of businesses in district
- *Minneapolis*: 18 districts as of 2014 (two are inactive), to provide decorative lighting, banners, security, cleaning, snow and ice removal, and landscaping (varies by district)
- *New Ulm*: 1985, to provide free on-street and off-street parking
- *Rochester*: 2005, to fund marketing, physical enhancements, and promotion of special events within the district
- *Saint Louis Park*: Six districts as of 2014, to provide general upkeep, snow removal, landscaping, lighting, banners, and waste removal

For more information about special districts, visit the local government area of our website, www.house.mn/hrd/.