



CITY OF CLOQUET

City Council Agenda
Tuesday, October 3, 2023
Work Session 5:00 p.m.
Regular Meeting 6:00 p.m.
City Hall Council Chambers

Work Session

- Rental Housing Licensing Discussion

Regular Meeting

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
 - a. Approval of October 3, 2023 Council Agenda
4. **Approval of Council Minutes**
 - a. Minutes from the September 19, 2023 Regular Council Meeting
5. **Public Comments**

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

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

 - a. Resolution No. 23-46, Authorizing the Payment of Bills and Payroll
 - b. Approve Sale of Public Works Vehicle
 - c. Approve FDL Food for Thought Temporary Liquor License
7. **Public Hearings**

None
8. **Presentations**

None



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Tuesday, October 3, 2023
Work Session 5:00 p.m.
Regular Meeting 6:00 p.m.
City Hall Council Chambers**

9. **Council Business**
 - a. CAFD Request for Funds Discussion
 - b. Resolution No. 23-47, Authorizing the Cloquet Police Department to Enter into a Grant Agreement, in Partnership with the Carlton County Sheriff's Department and Fond du Lac Police Department, to Act as the Primary Agency in the Administration of the Regional Towards Zero Deaths Grant
10. **Council Comments, Announcements, and Updates**
11. **Adjournment**



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REQUEST FOR COUNCIL ACTION

To: Mayor and Cloquet City Council
From: Holly Hansen, Community Development Director
Reviewed by: Tim Peterson, City Administrator *TCP*
Date: September 25, 2023

ITEM DESCRIPTION: Discussion and Consideration around Rental Housing Licensing

Proposed Action

The City Council is asked to discuss and provide direction to staff on rental housing licensing.

Background

The City Administrator requested that I examine the status and direction of the City's 2015 Rental Housing Regulations. There are also other tools commonly used to address "property distress" which staff examined as well. The purpose of rental inspections is to ensure life safety and quality control of rental properties, this is generally addressed by cities through scheduled inspections of properties on a cycle (e.g., once every three years). As identified in 2015, the City has roughly 1,600 rental units affecting 400 parcels.

In 2015, the City of Cloquet adopted Section 10.7: Rental Housing Regulations into City Code (<https://www.cloquetmn.gov/home/showpublisheddocument/140/636688033004800000>). With no additional staffing allocated to conduct these inspections, the Council adopted this as a "voluntary registry" with no property inspections. The Code was enacted to use on a complaint basis with inspection guidelines being spelled out in Section 10.7.7 based on Housing Quality Standards (HQS) used by the U.S. Department of Housing and Urban Department, and with enforcement to be made only against the owner of rental housing found to be in violation. The existing City Code requires the registration of a rental within ten days of acquisition as well as a posting of registration conspicuously on the building. Posting is not currently being done as the City's position is the property has not been inspected and provides a false impression that these properties have been inspected and are safe. Letters were sent from the City to non-homesteaded properties in 2015 and 2023 seeking registry of rental properties. In years in between when water accounts would change in the City's utility billing department, they would notify the City Planner with updated owner information so that the rental registration was put into the database on a staff level.

Staff consulted colleagues at the City of Grand Rapids, MN for information on their rental housing licensing procedures such as fee schedule, checklists, staffing structure, and procedural administration. Staff then reviewed seven other small northern Minnesota cities to examine their procedures and fees.

GRAND RAPIDS OVERVIEW

Grand Rapids designated two fire responder staff to also be “Rental Housing Inspectors.” During their downtime throughout the year, they routinely schedule inspections of rentals. They are on-call fire responders that divide between them, one-third of the rental inspections per year, over a three-year period. The Community Development Department’s Building Official provides specific code direction when needed, otherwise the process is straightforward using checklists and the rental housing inspectors log their inspections into software. Billing is managed by the City’s Finance Department – annual renewal reminders, other charges, etc. Between them, they strive to verify tax status, classification, etc.

The City of Grand Rapids does not charge rental inspection fees, only annual renewal fees, because they are using revenues to supplement two existing fire department positions. Both Rental Housing Inspectors have decided to also obtain Building Official Limited Licenses (which is not the same as Building Official license – basic credential) providing the city access to inspection back up and a pool of trained staff.

Staff reviewed the City of Grand Rapids City Code, several applicable chapters and found that many codes are adopted by reference and copies are available in city hall (e.g., building code, fire code, international property maintenance code, etc.) versus spelling out the detail within City Code. The City of Grand Rapids has found that adopting the International Property Maintenance Code has been a game changer raising the bar of expectations for all properties in the City, including rental properties. Their Police Department addresses blight under a community assistance officer. They currently do not have a vacant building registry (VBR). The City of Duluth does have VBR, the purpose of which is to monitor and ensure the building is secure and the longer the building sits unaddressed, financial penalties begin as a disincentive working to move vacant properties back onto the market and into functional use.

FEEES

In looking at the City of Bemidji and Grand Rapids there is a rental application and registration fee, annual rental renewal fees, in Bemidji rental building inspection fees are charged once every three years, and there are penalties for non-compliance of not registering as a rental. These cities put their rental inspections into software to track violations and their completion. The City Planner and I conducted an informational demo with PermitWorks on their Code Enforcement module and their Rental Housing Licensing software to examine functionality and cost. The City currently uses PermitWorks building permit software module so adding another one of their modules is not a barrier but will build upon our system.

CONCLUSIONS

The City has asked the Cloquet Area Fire District (CAFD) if they would have capacity to assist with rental licensing inspections. They responded that they have a large geographical District and not only respond to fire calls but also ambulance calls and this would not be feasible to add. Cloquet’s voluntary rental housing registry has led to inconsistent and outdated information with no actual inspections being done. Considerations for the Council include:

- 1) Cease Rental Housing Regulations as voluntary, this is ineffective in addressing the issue.
- 2) Add a FT staff position to Community Development to begin this work (With only one staff position addressing 1,600 properties on a three-year cycle)

Policy Objectives

The purpose of **rental housing licensing** inspections is to ensure life safety and quality control of rental properties.

The purpose of **vacant building registries** is to protect the community from health and safety hazards and from blight through the lack of adequate maintenance and security of vacant buildings. Secondly, through the act of registry and initiation of financial penalties, a VBR disincentivizes the long-term holding of vacant properties.

The purpose of the **International Property Maintenance Code (IPMC)** is to provide widespread property maintenance standards for all properties – residential, rental, commercial, industrial, etc., and provide ongoing amending by the International Code Council (ICC) and provide municipalities widespread tools in their toolbox across departments to enforce.

Attached, staff has prepared a draft Cloquet Rental Housing Code using the City of Grand Rapid's as a baseline template.

Financial Impacts

Staff and the City Planner have prepared fee scenarios for review/discussion to review revenues to cover the cost of a position, see attached. After reviewing several cities, the City Planner selected the City of Bemidji to run financial scenarios from.

Staff Recommendation

- 1) **The current process is not addressing the intent of rental housing licensing inspections. If this work is a priority, then a pathway forward could be for staff to build a budget around adding a staff position to Community Development as a Housing Inspector if rental inspections are a goal of the City Council.**
- 2) **Amending current City Code to adopt codes by reference is a recommendation. This would eliminate the current City Code's use of HQS Standards as the inspection standards and instead relying on all standard codes such as the Building Code and Fire Code and from those devising checklists for rental properties by the Building Official. Current City Code should move to adopt codes by reference versus text replication.**
- 3) **The City should adopt the International Property Maintenance Code for all properties in the City providing all City Departments with a broader toolbox to address property maintenance.**
- 4) **The City should consider adopting a Vacant Building Registry (VBR) to aide with property distress overall, since the City of Cloquet has several long-standing vacant buildings, a vacant building registry would be extremely valuable to add to this initiative with associated registration fees and penalties.**
- 5) **The City should consider purchasing the Code Enforcement software module form PermitWorks which would allow for management of rental licensing AND could manage code enforcement cases (software purchase \$4,995, then \$1,495 annual maintenance fee).**

To Mayor and Council
Rental Licensing
October 3, 2023
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Supporting Documents Attached

- Draft Example of Cloquet Rental Housing Code content
- Draft Cloquet fee scenarios to examine revenues to support a position
- Example apartment inspection checklist
- Example single family/townhome inspection checklist

CHAPTER X CLOQUET RENTAL HOUSING CODE

ARTICLE X-I IN GENERAL

ARTICLE X-II REGISTRATION

ARTICLE X-III INSPECTIONS

ARTICLE X-IV ADMINISTRATION AND ENFORCEMENT

ARTICLE X-I IN GENERAL

X-1 Purpose

X-2 Definitions

X-3 Applicability And Exceptions

X-1 Purpose

The city recognizes the need for an organized, systematic inspection program of residential rental units within the City of Cloquet in order to ensure that rental units meet city and state housing safety, health, fire, building and zoning codes, and to provide a more effective system for compelling the correction of code violations and the proper maintenance of rental property within the city. Further, the most effective system to provide for rental inspections is the creation of a program requiring the registration of all residential rental units within the city so that an orderly inspection schedule can be undertaken by the City of Cloquet Community Development Department. This registration program is intended to protect and promote the health, safety and general welfare of the entire community.

HISTORY

Adopted by Ord. No. X on X date

X-2 Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Dwelling unit means any structure or building, or portion thereof, including a "manufactured home (mobile home)" which is intended to be used for living or sleeping by human occupants, including bathroom and kitchen facilities permanently installed.

Family means an individual or two or more persons related by blood, marriage or adoption, living together as a single housekeeping unit in a dwelling unit; or a group of not more than four persons who need not be related by blood, marriage or adoption, living together as a single housekeeping unit in a dwelling unit.

1. For purposes of this chapter "related" shall be interpreted herein to include any owner of record and an owner's natural children, adopted children, foster children, spouse, other blood relations, any significant other and any other dependent minors, residing with that owner as a family unit; "significant other" means romantic partner;
2. For purposes of this chapter "related" shall also be interpreted herein to include a tenant's natural children, adopted children, foster children, spouse, other blood relations, any significant other and any other dependent minors, residing with the tenant as a family unit; "significant other" means romantic partner.

Person means any natural person, the person's heirs, executors, administrators, or assigns, and also includes a firm, partnership or corporation, it's or their successors or assigns, or the agent of any of the aforesaid.

Rental charge means any compensation, either monetary or "in lieu of" payments, such as but not limited to utilities, upkeep, repair, or the provision of services.

Rental property means a rental unit occupied by a person or persons in the status of tenant(s), and shall include "lease to buy, contract for deed, installment sale purchases", and other similar arrangements whereby nonpayment of a periodic payment or nonperformance of a periodic service means the occupants may be evicted without the necessity of either a statutory mortgage foreclosure procedure, a statutory termination of contract for deed procedure or a statutory repossession procedure. A contract for deed is exempt from this chapter if the contract is properly recorded at the Carlton County Recorder's Office.

Rental unit means any room or group of rooms located within a dwelling unit and forming a single habitable unit.

Tenant, except as otherwise provided herein, means any person who occupies and uses as their primary residence a dwelling unit furnished that person for payment of a rental charge to another.

HISTORY

Adopted by Ord. No. X on X date

X-3 Applicability And Exceptions

1. The provisions of this chapter shall apply to all rental property and rental units, including rented single-family dwellings and duplexes, manufactured homes, and rented units in owner-occupied dwellings. The provisions of this chapter shall not apply to that portion of the rental property rented by a family member.
2. The provisions of this chapter shall not apply to jails, hospitals, parish houses, manses and rectories, dwelling units in a cooperative or owner occupied condominium building, hotels, motels, or facilities licensed by the State of Minnesota and inspected by the State Fire Marshall's Division, nor to any dormitory owned and operated by an educational institution.

HISTORY

Adopted by Ord. No. X on X date

ARTICLE X-II REGISTRATION

X-31 Registration Permit Required

X-32 Resident Agent Required

X-33 Manner Of Registration; Registration Permit Expiration And Renewal; And, First-Time Rental Registration Fee

X-34 Application For Registration Permit; Register Of Occupancy

X-35 Transferability Of Registration Permits

X-36 Posting Of Registration

X-37 Fees

X-38 Registration Standards And Conditions

X-31 Registration Permit Required

No person shall occupy, allow to be occupied, or to let another for occupancy, any rental property in the City of Cloquet, without first having obtained a registration permit from the city under the terms of this article. Dwelling units constructed or converted to rental usage after the effective date of this chapter shall not be occupied for human habitation prior to inspection and issuance of a registration permit by the city. The payment of fees set forth in this article will be a prerequisite to this required permitting. An application for registration shall be made upon forms furnished by the city for such purpose and shall require the minimum information required under section X-34.

HISTORY

Adopted by Ord. No. X on X date

X-32 Resident Agent Required

No registration permit shall be issued or renewed for a nonresident owner of a rental unit unless such owner designates in writing in the permit application the name of a local resident agent who is responsible for management, maintenance and upkeep of the unit(s) and who is authorized to receive service of notice of ordinance violations, orders or process pursuant to law. The resident agent must reside within a one-hour drive of the corporate city limits of the City of Cloquet.

HISTORY

Adopted by Ord. No. X on X date

X-33 Manner Of Registration; Registration Permit Expiration And Renewal; And, First-Time Rental Registration Fee

1. A registration permit shall be issued annually and expire on December 31, following the issuance therefore. Permit renewal applications for the following year, along with the required fees, shall be filed on or before November 15 of the current year. On or before October 1, the city shall mail notice of registration renewal and renewal application forms to the property owner or designated agent. The renewal application may be in such abbreviated form as deemed sufficient by the building official/housing inspector to verify current information on file concerning ownership and the rental unit(s).
2. Upon receipt of a completed renewal application form and payment of the applicable fee, the city will schedule an inspection pursuant to Article III of this chapter. Issuance of a permit prior to inspection is not a determination that the rental unit complies with code requirements.
3. The city shall not register a rental unit or allow it to be occupied as a rental unless the permittee has paid all property taxes assessed to the property and the property is not delinquent in any other obligation to the City of Cloquet, including payment of the first-time rental registration fee in subsection (e).
4. Except as otherwise provided in this article, any application for the renewal of an expired registration permit shall be processed as a new permit application and the rental unit must comply with all applicable laws.
5. First-time rental registration fee. Any rental property not currently registered pursuant to this article on the effective date of this chapter, shall be subject to a first-time rental registration fee at the time it is initially registered as a rental unit. The first-time rental

registration fee includes the initial annual rental license fee. The payment of the first-time rental registration fee will be a prerequisite to the required registration and shall be in the amount set by the city council in the city's fee schedule ordinance as the same may be amended from time to time.

6. Late fee. Failure to timely file a renewal application shall result in a late fee being assessed in an amount set by the city council in the city's fee schedule resolution, as the same may be amended from time to time.

HISTORY

Adopted by Ord. No. X on X date

X-34 Application For Registration Permit; Register Of Occupancy

1. The owner of each rental unit shall make written application to the city for registration of the rental unit(s). A new owner shall be required to register units within ten days after acquiring them. Application for registration shall be made upon forms furnished by the city and shall specifically set forth the following information:
 1. The name, address and telephone number of the owner of the rental unit(s); if a partnership, the name of the partnership, and the name, address and telephone number of the managing partner; if a corporation, the name and address of the corporation, and the names and addresses of all shareholders who own ten percent or more of the corporation's stock.
 2. In the case of a non-resident owner, the name, address and telephone number of a designated local resident agent.
 3. Name, address and telephone number of parties, if the rental unit is being sold by a contract for deed.
 4. The street address of each rental unit.
 5. Number and types of rental units within a dwelling.
 6. The maximum number of occupants permitted for each rental unit as determined by the standards referenced in section X-38 of this article.
 7. At least one emergency telephone number, and address of the person authorized to make or order repairs and/or service to the building, to provide required services necessary to protect the health, safety and welfare of the occupants or is able to contact the person so authorized.
 8. A detailed site drawing to scale showing designed off-street parking areas for each existing rental property consisting of five units or less, which areas comply with the off-street parking requirements of this article and PULL THIS – BLDG CODE hapter 30, Article VI, Divisions 7 & 8, as the same may be amended from time to time, which Divisions are adopted herein by reference and incorporated as if fully set forth herein.
2. Every permit holder, or their resident agent, shall maintain a current register of all tenants and other persons with a lawful right of occupancy to each rental unit. The register shall be kept current at all times and shall be available for inspection by the city at all times. Failure to maintain a current register or to allow the city inspection of the register may result in suspension of the registration permit.

3. The city shall be promptly notified of any change of the resident agent, and any change in the names, addresses, and other information concerning the persons listed in the last registration application filed with the city.

(Any incomplete application may be rejected by the city.)

HISTORY

Adopted by Ord. No. X on X date

X-35 Transferability Of Registration Permits

No permit shall be transferable to another person or to another rental unit without registration of such transfer with the city. Every person holding a valid registration permit shall give notice in writing to the city within the five days after having transferred or otherwise disposed of a rental unit. Such notice shall include the name, address and telephone number of the new owner and, if applicable, a resident agent in control of the rental unit. The new owner or resident agent shall have ten days to re-register the units after acquiring them. If any change in the number of rental units or in the type of occupancy as originally registered is contemplated, a new registration application and inspection is required along with payment of an additional permit fee to cover additional rental units. Failure to register transfer of ownership shall be subject to a failure to transfer fee.

HISTORY

Adopted by Ord. No. X on X date

X-36 Posting Of Registration

Each registration permit issued by the city shall be displayed in a conspicuous spot near the front entrance and shall be visible to all residents. Only one registration need be posted for each separate apartment building. Failure to post a permit shall not be grounds for suspension or revocation of that permit, but such violation shall subject the permittee to a \$50.00 penalty for issuance of a new registration permit.

HISTORY

Adopted by Ord. No. X on X date

X-37 Fees

Fees for permits, renewals, inspections, penalties, reinstatement and appeals, shall be in the amount set by the city council from time to time in the city fee schedule resolution, a copy of which shall be on file in the offices of the city clerk and building official/housing inspector. The permit fee is non-refundable in the event of discontinuance of use, sale, or the revocation or suspension of a permit.

Whenever any person fails to pay the registration fees or other fees associated with this article, the city may assess these fees against the property for which they were assessed and such assessed fees shall be certified as other taxes are certified.

HISTORY

Adopted by Ord. No. X on X date

X-38 Registration Standards And Conditions

The following minimum standards and conditions shall be met in order to hold a registration permit. Failure to comply with any of these standards and conditions shall be adequate grounds for the denial, refusal to renew, revocation, or suspension of a registration permit.

1. Permit holder shall have paid the required permit fee(s);
2. Rental units shall not exceed the maximum number of rental units permitted by the zoning code;
3. The rental unit shall not be under condemnation as hazardous or unfit for human habitation;
4. Every rental unit shall be maintained in accordance with the minimum standards set forth in the applicable codes adopted by the city including but not limited to the International Property Maintenance Code; Fire Code; International Building Code and International Residential Code, as the same may be amended from time to time, as adopted. No rental registration permit may be issued unless each rental unit for which it is issued meets all minimum applicable housing, building, fire, and zoning standards.
5. All single-family dwellings and duplexes that were unlicensed or not used as rental properties on the effective date of this chapter and subsequently registered or converted to registered rental unit(s), shall provide the off-street parking spaces required under this article. The number of required off-street parking spaces shall be determined by the city zoning official at the time of registration.
6. All rental units existing or registered on the effective date of this chapter may be registered or continue to be registered even though the property does not conform to the off-street parking requirements of this article. However, if the number of bedrooms, or number of rooms occupied as bedrooms, is increased, the off-street parking requirements of this article shall apply to the entire registered property. If the registration for the nonconforming rental is revoked or lapses for any period of time, all nonconforming use rights related to off-street parking requirements shall terminate.

HISTORY

Adopted by Ord. No. X on X date

ARTICLE 28-III INSPECTIONS

X-51 Inspections; Enforcement Generally

X-52 Inspection Access

X-51 Inspections; Enforcement Generally

1. The City of Cloquet Community Development Department personnel, shall make inspections necessary to the enforcement of this chapter. The city building official/housing inspector shall adopt a policy with guidelines for the systematic inspection of all rental units and priorities for the use of available inspection resources. Guidelines shall be based upon the following factors and any other factors, which promote an efficient inspection program:
 1. Receipt of a completed renewal or new rental application form and payment of the applicable fee(s).
 2. Property inspections shall be conducted on each rental unit at least every three years. Rentals that require three or more inspections to complete a compliance order, or have substantiated complaints, will move to a one-year inspection

schedule until brought into compliance and prove that compliance is maintained. Inspection fees will be applied per the city's fee schedule resolution as the same may be amended from time to time.

3. Property identified as having an excessive number of housing code violations or a history of noncompliance or slow compliance with housing inspection orders. If excessive code violations exist for a rental property, the building official/housing inspector will be required to research all rental properties held by that person to determine if immediate inspections are required for any additional properties.
 4. Geographic distribution and concentration of rental units or dwellings.
 5. Rental dwellings with delinquent property taxes.
 6. Rental units for which no registration permit has been applied.
 7. Sales of rental property.
 8. Rental units for which a written complaint is received.
 9. Reason to believe a rental ordinance violation exists.
2. The building official/housing inspector may elect to issue a renewal permit pending completion of an inspection, or in the opinion of the building official/housing inspector and based upon and warranted by the rental history of the registered premises, decide to issue a renewal permit and postpone an inspection until the next renewal or [sooner] as compliance issues and conditions warrant. Issuance of a permit prior to inspection is not a determination that the rental unit complies with code requirements.
 3. In order to compel the compliance with the registration requirements, the building official/housing inspector or designated staff will have the authority to enter any structure, at reasonable times and upon five days written notice to the property owner(s), to determine if said structure is operated as a rental property as defined in section X-2 or to enforce this chapter, or both. In addition to those cases where emergency conditions endangering a person or property exist, where either the Cloquet Police Department, Cloquet Community Development Department or the Cloquet Area Fire District has responded to a property and/or structure, the building official/housing inspector or designated staff will have the authority to enter any such property and/or structure at any time by or at the request of the police department or the community development department to enforce any provisions of this chapter.

HISTORY

Adopted by Ord. No. X on X date

X-52 Inspection Access

All premises registered pursuant to this chapter shall be made available for inspection by the city at any reasonable time. The city shall provide reasonable advance notice to the owner, or to the resident agent in the case of a non-resident owner. If denied access at any reasonable time while attempting to inspect, the city may suspend or revoke the registration permit upon written notice to the occupant, owner and resident agent, and subject to the right of appeal as provided in section X-76. The suspension or revocation shall remain in effect until inspection has been permitted and any violations found are corrected.

HISTORY

Adopted by Ord. No. X on X date

ARTICLE X-IV ADMINISTRATION AND ENFORCEMENT

- X-71 Determination Of Noncompliance; Notice
- X-72 Emergency Cases; Summary Action
- X-73 Trash Removal For Rental Properties
- X-74 No Retaliation
- X-75 Permit Suspension, Revocation, Denial And Non-Renewal
- X-76 Right Of Appeal
- X-77 Vacation
- X-78 Administrative Modification
- X-79 Notices
- X-80 Applicable Laws
- X-81 Severability
- X-82 Violations And Penalties

X-71 Determination Of Noncompliance; Notice

1. Whenever an inspection reveals that any rental unit(s) fails to meet the registration standards of this chapter, the building official/housing inspector or designated staff shall give a notice and compliance order to the owner and resident agent, and to the occupant as the case may require, specifying the reasons why the rental unit(s) fails to meet the registration standards and, shall include a copy of the inspection report of applicable. The order shall set forth the violations and order the owner or resident agent, or the occupant as the case may require, to correct such violations. The compliance order shall:
 1. Be in writing;
 2. Describe the location and nature of the violations;
 3. Establish a reasonable time for correction of such violations, not to exceed 90 days, unless such time is extended by written agreement with the building official/housing inspector; and
 4. Include information describing how an appeal may be filed.
2. A copy of the compliance order shall be prominently posted on the rental unit. Every occupant of the rental unit shall give the owner or resident agent or their contractor access to the rental unit at all reasonable times for the making of repairs or alterations as are necessary to effect compliance with an order.
3. At the end of the period allowed for the correction of violations specified in the compliance order, the premises shall be re-inspected to determine whether corrective actions have been sufficient to bring the violation(s) into compliance. If the premises are in compliance at the time of the re-inspection, a registration permit may be newly issued if the prior permit was suspended or revoked.

HISTORY

Adopted by Ord. No. X on X date

X-72 Emergency Cases; Summary Action

Whenever a violation of this chapter poses imminent peril to life, health, or property, the building official/housing inspector may require immediate compliance, and if necessary take appropriate action to protect that life, health or property, including declaration that the dwelling or dwelling unit, is a hazardous building and unfit for human habitation and treated consistent with the provisions of the housing code and Minn. Stat. §§ 463.15 and 463.16 relating to hazardous

buildings. Notice of summary condemnation shall be posted at the rental unit(s) or areas affected and shall indicate the units or areas affected. No person shall remove the posted notice other than the building official/housing inspector or their designated representative.

HISTORY

Adopted by Ord. No. X on X date

X-73 Trash Removal For Rental Properties

1. Rental properties must have regularly scheduled weekly trash pick-up and have adequate number and size of containers so that garbage is not overflowing or lying about.
2. If the trash has not been removed within seven days of the normally scheduled pick-up, the trash will be removed under emergency abatement procedures.
3. If the lack of trash removal becomes a recurring problem, refuse service will be authorized by the city and will be assessed on the property's tax bill or to its utility bill.

HISTORY

Adopted by Ord. No. X on X date

X-74 No Retaliation

No permittee or resident agent will evict, threaten or evict or take any other punitive action against any tenant by reason of good faith calls made by such tenant to enforcement agencies and/or city officials relating to criminal activity, suspected criminal activity, suspicious occurrences, public safety concerns or property maintenance concerns. This section will not prohibit the eviction of tenants from a dwelling unit for unlawful conduct of a tenant or invitee or violation of any rules, regulations or lease terms other than a prohibition against contacting enforcement agencies.

HISTORY

Adopted by Ord. No. X on X date

X-75 Permit Suspension, Revocation, Denial And Non-Renewal

1. The building official/housing inspector may revoke, suspend, deny or decline to renew and registration permit issued under this chapter upon any of the following grounds.
 1. False statements on any application or other information or report required by this chapter to be given by the applicant or permittee.
 2. Failure to pay any application, penalty, re-inspection or reinstatement fee required by this chapter and city council fee ordinance or resolution.
 3. Failure to correct deficiencies noted in notices of violation in the time specified in the notice.
 4. Any other violation of this chapter.
2. The building official/housing inspector may, for good cause, authorize additional time to correct the defects that cause the violation.
3. If the defects create an imminent hazard to health or safety, the building official/housing inspector may proceed immediately for denial, non-renewal, revocation, or suspension of a permit.
4. A decision to revoke, suspend, deny or not renew a permit will be preceded by written notice to the permittee or resident agent of the alleged grounds therefore and the applicant or permittee will be given an opportunity for a hearing before the housing appeals board

before final action to revoke, suspend, deny or not renew a permit. The notice shall include information describing how an appeal may be filed.

5. Upon a decision to revoke, deny or not renew a permit, no new application for the same rental unit(s) will be accepted for a period of time specified in the building official/housing inspector's written decision, not exceeding one year. Such new applications must be accompanied by a reinstatement fee, in addition to all other fees required by this chapter.
6. A written decision to revoke, suspend, deny or not renew a permit or application will specify the rental unit(s), if more than one occur together in a dwelling structure, to which it applies. Written notice of a suspension, revocation, non-renewal or denial of a permit and the reasons therefore shall be mailed to the owner or resident agent and posted in a conspicuous place on the premises, and both notices shall order the vacation of the affected rental units within a reasonable time. Thereafter, and until a permit is reissued or reinstated, no rental units becoming vacant as specified may be re-let or occupied. Revocation, suspension or non-renewal of a permit will not excuse the owner from compliance with all terms of this chapter for as long as any units in the dwelling structure are occupied. Failure to comply with all terms of this chapter during the term of revocation, suspension or non-renewal is a misdemeanor and grounds for extension of the term of such revocation or suspension or continuation of non-renewal, or for a decision not to reinstate the permit, notwithstanding any limitations on the period of suspension, revocation or non-renewal specified in the building official/housing inspector's written decision or the provisions of subsection (d) of this section.
7. Rental units within a structure which are in compliance with the registration standards may continue on condition that units and other portions of the dwelling in noncompliance do not create an immediate hazard to the health and safety of the persons in the occupied units.
8. A reinstatement fee will be charged to the owner of a rental unit the registration of which has been revoked. Before a registration permit is re-issued, any violations or deficiencies must be corrected prior to inspection and any outstanding fees must be paid in full.

HISTORY

Adopted by Ord. No. X on X date

x-76 Right Of Appeal

1. Any person aggrieved by a decision of the building official/housing inspector, by a compliance order, or a decision to deny, suspend, revoke or not renew a permit, may appeal to the housing appeals board by filing a written notice of appeal with the building official/housing inspectors office within ten business days after receipt of such order or notice. The appeal shall contain a statement setting forth the grounds for the appeal and be accompanied by the applicable fee. The timely filing of a written appeal shall stay all proceedings until the appeals process is completed, unless such stay would cause imminent peril to life, health or property.
2. The housing appeals board shall meet as needed, or at the call of the chair, to hear appeals. A hearing shall be held within 30 days after filing of an appeal. The city clerk shall provide the appellant five business days written notice of the time and place of the hearing. If necessary to do so, the board may postpone a hearing to a later date, not to exceed 60 days after the filing of an appeal.

3. The board shall hear all relevant evidence and argument. The board may admit evidence which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs. The housing appeals board will give due regard to the frequency and seriousness of violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and will issue a decision to deny, not renew, suspend or revoke a permit only upon written findings. The board will take detailed meeting notes of the meeting as public record along with documentary evidence submitted.
4. The board shall issue its decision in writing 15 days after the close of the hearing. The decision shall either deny or uphold the decision of the building official/housing inspector or may grant a registration permit upon such terms and conditions as the board deems necessary to accomplish the purposes of this article. A copy of the decision shall be mailed to the appellant. Notice of the final decision also shall be mailed to each occupant.
5. The decision of the board may be appealed by filing an appeal or appropriate writ with the Carlton County District Court within 15 days after the issuance of the board's written decision.

HISTORY

Adopted by Ord. No. X on X date

X-77 Vacation

When an application for a registration permit has been denied, or a registration permit has been revoked, suspended, or not renewed, the city building official/housing inspector shall order the dwelling or the affected dwelling units therein vacated, giving tenants a reasonable time to arrange new housing and to move their possessions.

HISTORY

Adopted by Ord. No. X on X date

X-78 Administrative Modification

Whenever there are practical difficulties or unnecessary hardships in carrying out the strict enforcement of this chapter, the building official/housing inspector, and similarly the housing appeals board, may waive or modify compliance standards, providing there is otherwise substantial compliance with these provisions, and such waiver or modification will not be detrimental to the public health and safety of the occupants of the rental unit(s) and, without impairing the intent of this chapter.

HISTORY

Adopted by Ord. No. X on X date

X-79 Notices

Whenever a notice is required to be sent or served under this chapter, notice shall be deemed sufficient if sent by first class mail to the owner or resident agent at the address(es) specified in the last permit application filed with the city, and said notice shall also be posted on the rental unit or dwelling.

HISTORY

Adopted by Ord. No. X on X date

X-80 Applicable Laws

Registration permits will be subject to all of the ordinances of the City of Cloquet and the State of Minnesota relating to rental dwellings, and this chapter shall not be construed or interpreted to supersede or limit any other such applicable ordinance or law.

HISTORY

Adopted by Ord. No. X on X date

X-81 Severability

If any article, section, subsection, sentence, clause, or phrase of this chapter is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this chapter.

HISTORY

Adopted by Ord. No. X on X date

X-82 Violations And Penalties

1. Violations of the provisions of this chapter will be enforced by any one, all or any combination of the following penalties or remedies:
 1. A violation of any of the terms of this chapter shall be guilty of a misdemeanor and, upon conviction, shall be punished to the extent of the law.
 2. Violations may be enforced as administrative offenses pursuant to section 1-13 of the Cloquet City Code.
 3. This chapter may also be enforced by injunction, abatement, mandamus or any other appropriate remedy in any court of competent jurisdiction.
2. Each violation of this chapter shall constitute a separate offense.

HISTORY

Adopted by Ord. No. X on X date

Fee Schedule Comparison

Bemidji		Cloquet Example #1		Cloquet Example #2		Cloquet Example #3	
Registration Fee - Annual		Registration Fee - Annual		Registration Fee - Annual		Registration Fee - Annual	
138 Singles @ \$100 each	\$13,800.00	138 Singles @ \$100 each	\$13,800.00	138 Singles @ \$120	\$16,560.00	Alt Option A 1,143 units @ \$50	\$57,150.00
73 2-unit @ \$150 each	\$10,950.00	73 2-unit @ \$150 each	\$10,950.00	73 2-unit @ \$170	\$12,410.00		
27 3-6 unit @ \$200	\$5,400.00	27 3-6 unit @ \$200	\$5,400.00	27 3-6 unit @ \$240	\$6,480.00	Alt Option B 1143 @ \$100	\$114,300.00
2 7-10 unit @ \$300	\$600.00	2 7-10 unit @ \$300	\$600.00	2 7-10 unit @ \$350	\$700.00		
4 11-12 unit @ \$360	\$1,440.00	4 11-12 unit @ \$360	\$1,440.00	4 11-12 unit @ \$450	\$1,800.00		
4 13-24 unit @ \$500	\$2,000.00	4 13-24 unit @ \$500	\$2,000.00	4 13-24 unit @ \$600	\$2,400.00	Alt Option C 1143 @ \$75	\$85,725.00
7 25+ unit @ \$700	\$4,900.00	7 25+ unit @ \$700	\$4,900.00	7 25+ unit @ \$850	\$5,950.00		
TOTAL	\$39,090.00	TOTAL	\$39,090.00	Total	\$46,300.00		
First Time Rental License Fee		Inspection Fees Every Year		Inspection Fees Every Year		Inspection Fees Every Year	
138 Singles @ \$550 each	\$75,900.00	46 Singles @ \$550 each	\$25,300.00	46 Singles @ \$600 each	\$27,600.00	46 Singles @ \$600 each	\$27,600.00
73 2-unit @ \$600 each	\$43,800.00	24 2-unit @ \$600 each	\$14,400.00	24 2-unit @ \$650 each	\$15,600.00	24 2-unit @ \$650 each	\$15,600.00
27 3-6 unit @ \$650	\$17,550.00	9 3-6 unit @ \$650 each	\$5,850.00	9 3-6 unit @ \$700	\$6,300.00	9 3-6 unit @ \$700	\$6,300.00
2 7-10 unit @ \$750	\$1,500.00	1 7-10 unit @ \$750	\$750.00	1 7-10 unit @ \$900	\$900.00	1 7-10 unit @ \$900	\$900.00
4 4-11 unit @ \$810	\$3,240.00	1 11-12 unit @ \$810	\$810.00	1 11-12 unit @ \$1,000	\$1,000.00	1 11-12 unit @ \$1,000	\$1,000.00
4 13-24 unit @ \$950	\$3,800.00	1 13-24 unit @ \$950	\$950.00	1 13-24 unit @ \$1,200	\$1,200.00	1 13-24 unit @ \$1,200	\$1,200.00
7 25+ unit @ \$1,150	\$8,050.00	2 25+ unit @ \$1,150	\$2,300.00	2 25+ unit @ \$1,400	\$2,800.00	2 25+ unit @ \$1,400	\$2,800.00
TOTAL	\$153,840.00	TOTAL	\$50,360.00	TOTAL	\$55,400.00	TOTAL	\$55,400.00
Based on Cloquet 2023 Registration		GRAND TOTAL	\$89,450.00	Grand Total	\$101,700.00	Grand Total	\$112,550.00



**EXAMPLE INSPECTION
CHECKLIST FOR APARTMENT
UNITS**

KITCHEN / DINING AREA

- G F I / 2 wire
- Water Shut Off Valves
- Cabinets / Countertops
- Fire Extinguisher (w/in 30')
- Refrigerator
- Stove / Oven
- Flooring
- Window Operation / Locks
- Storms & Screens

CORRIDOR / HALLWAY

- Smoke / CO Detector
- Lighting
- Flooring

BEDROOM #1 LS / RS / END

- Smoke Detector
- Lighting / Outlets
- Flooring
- Window Operation / Locks
- Storms & Screens
- Sq Ft _____ Occ _____

BEDROOM #2 LS / RS / END

- Smoke Detector
- Lighting / Outlets
- Flooring
- Window Operation / Locks
- Storms & Screens
- Sq Ft _____ Occ _____

BEDROOM #3 LS / RS / END

- Smoke Detector
- Lighting / Outlets
- Flooring
- Window Operation / Locks
- Storms & Screens
- Sq Ft _____ Occ _____

BATHROOM #1

- G F I / 2 wire
- Water Shut Off Valves
- Lighting
- Flooring
- Vanity
- Plumbing fixtures
- Fan Operation / wdw

BATHROOM #2

- G F I / 2wire
- Water Shut Off Valves
- Lighting
- Flooring
- Vanity
- Plumbing fixtures
- Fan Operation / wdw

MISCELLANEOUS

- Unit Entry Locks / self closer
- Patio Door operation / screen
- GFI @ Outlets @ exterior
- Deck Structure
- Deck guardrails
- Electrical Panel labeled

OCCUPANTS ALLOWED:

Unrelated = _____

Related = _____



EXAMPLE INSPECTION CHECKLIST FOR
SINGLE FAMILY / TOWNHOME
RENTAL

KITCHEN

- GFI / 2 wire
- Cabinets / Countertop
- ABC Fire Extinguisher (Min 2#)
- Refrigerator
- Stove / Oven
- Flooring
- Window Opp / Lock / Screen

CORRIDOR / HALLWAY

Smoke / CO Detectors (10' from BRs)

- 1ST FL - Smoke - CO
- 2ND FL - Smoke - CO
- BSMT - Smoke - CO
- Flooring (1ST FL / 2ND FL / BSMT)
- Lighting (1ST FL / 2ND FL / BSMT)
- Handrail (return to wall) / (install)

BEDROOM #1 LS / RS / END

1ST / 2ND / BSMT

- Smoke Detector
- Lighting / covers
- Elect. Cover plates
- Window Opp / Lock / Screen
- SF _____ OCC _____

BEDROOM #2 LS / RS / END

1ST / 2ND / BSMT

- Smoke Detector
- Lighting / covers
- Elect. Cover plates
- Window Opp / Lock / Screen
- SF _____ OCC _____

BEDROOM #3 LS / RS / END

1ST / 2ND / BSMT

- Smoke Detector
- Lighting / covers
- Elect. Cover plates
- Window Opp / Lock / Screen
- SF _____ OCC _____

BEDROOM #4 LS / RS / END

1ST / 2ND / BSMT

- Smoke Detector
- Lighting / covers
- Elect. Cover plates
- Window Opp / Lock / Screen
- SF _____ OCC _____

BEDROOM #5 LS / RS / END

1ST / 2ND / BSMT

- Smoke Detector
- Lighting / covers
- Elect. Cover plates
- Window Opp / Lock / Screen
- SF _____ OCC _____

BATHROOM #1 1ST FL

- GFI / 2 wire
- Lighting
- Flooring
- Vanity
- Plumbing fixtures
- Fan Operation / WDW

BATHROOM #2 2ND FL / BSMT

- GFI / 2 wire
- Lighting
- Flooring
- Vanity
- Plumbing fixtures
- Fan Operation / WDW

MECHANICAL / LAUNDRY ROOM

- Furnace Venting
- Furnace Gas Valve
- Furnace Electrical
- Chimney Flue Liner
- CSST Bonded
- Water Heater Electrical
- Water Heater Pressure Drop Tube
- Water Heater Water Shutoff
- Water Heater Gas Valve
- Water Heater Venting
- Electrical Panel labeled
- GFI / 2 wire
- Dryer Venting (elect - gas)

MISCELLANEOUS

- GFI @ Exterior Outlets / 2 wire
- Backflow Preventer (vacuum break) @ sill-cocks
- House Numbers (4" min.)
- House/Garage Firewall
- Exterior Lighting
- Steps / Stairs
- Deck Structure
- Deck guardrails
- Refuse Containment
- Accessory Structures
- Driveway
- Walks
- Rental Permit Posted
- Structure Ext condition (see Notes)
- Number Parking Stalls

Cloquet City Hall Council Chambers
6:00 P.M. September 19, 2023

Roll Call

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

Councilors Absent: Lamb

Pledge of Allegiance

AGENDA

MOTION: Councilor Jaakola moved and Councilor Wilkinson seconded the motion to approve the September 19, 2023 agenda. The motion carried unanimously (6-0).

MINUTES

MOTION: Councilor Keller moved and Councilor Carlson seconded the motion to approve the Regular Meeting minutes of September 5, 2023 as presented. The motion carried unanimously (6-0).

PUBLIC COMMENTS

William Sloan, resident of Cloquet, addressed Councilors regarding implementing a cap on rent to help prevent out of control rent increases. There have been continued rent increases since COVID and this is forcing renters out with nowhere to go. He would like to propose that the City Council have a discussion regarding this and try to come up with a solution.

Bill Dixon expressed his support for the CPD to buy body-worn cameras and tasers. He and his family fully support law enforcement and cameras will help with accountability for all parties involved in a situation.

CONSENT AGENDA

MOTION: Councilor Kolodge moved and Councilor Jaakola seconded the motion to adopt the Consent Agenda of September 19, 2023, approving the necessary motions and resolutions. The motion carried unanimously (6-0).

- a. Resolution No. 23-43, Authorizing the Payment of Bills
- b. Approve Cloquet River Run Street Closure Request

PUBLIC HEARINGS

There were none.

PRESENTATIONS

There were none.

SET DATE FOR TRUTH IN TAXATION PUBLIC HEARING

Administrator Peterson reviewed the proposed levy documents and reminded Council that there can be a decrease of the proposed levy by the December adoption but not increase from the proposed levy. Peterson stated that contract negotiations and health insurance remain outstanding and will need to be reviewed before December, but there is enough room within the current proposed budget that the city can remain below the proposed levy of 4.53%.

MOTION: Councilor Carlson moved and Councilor Wilkinson seconded the motion to approve the proposed preliminary tax levy of 4.53% for 2024. The motion carried unanimously (6-0).

MOTION: Councilor Jaakola moved and Councilor Keller seconded the motion to set the Truth in Taxation public hearing date for December 5, 2023 at 6:00 p.m. The motion carried unanimously (6-0).

APPROVE UPDATED JOB DESCRIPTIONS

MOTION: Councilor Wilkinson moved and Councilor Jaakola seconded the motion to approve the proposed "edited" job descriptions for various positions across the City. The motion carried unanimously (6-0).

GRANT FUNDING FOR DWI ENFORCEMENT OFFICER POSITION

MOTION: Councilor Kolodge moved and Councilor Keller the motion to approve the acceptance of grant funding from the Minnesota Department of Public Safety for a Driving While Impaired (DWI) Enforcement position. The motion carried unanimously (6-0).

APPROVE PURCHASE OF POLICE DEPARTMENT BODY-WORN CAMERAS AND TASERS

MOTION: Councilor Wilkinson moved and Councilor Carlson seconded the motion to approve the purchase of 24 Axon body-worn cameras (BWC) for \$159,226.50 and 24 Axon Taser 7 conducted energy devices (CED) for \$101,390.40 and their associated peripherals for a total sum of \$260,616.90. The motion carried unanimously (6-0).

SET PUBLIC HEARING DATE FOR ESTABLISHMENT OF TIF DISTRICT NO. 6

MOTION: Councilor Kolodge moved and Councilor Jaakola seconded the motion to adopt **RESOLUTION NO. 23-44, A CALLING FOR A PUBLIC HEARING ON THE PROPOSED ESTABLISHMENT OF DEVELOPMENT DISTRICT NO. 6, THE PROPOSED ADOPTION OF A DEVELOPMENT PROGRAM THEREFOR, THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 6-1, THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO, AND THE PROPOSED ADOPTION OF A BUSINESS SUBSIDY.** The motion carried unanimously (6-0).

BE IT RESOLVED by the City Council (the "Council") of the City of Cloquet, Minnesota (the "City"), as follows:

1. **Public Hearing.** This Council shall meet on November 7, 2023, at approximately 6:00 p.m., to hold a public hearing on the following matters: (a) the proposed establishment of Development District No. 6; (b) the proposed adoption of a Development Program for Development District No. 6; (c) the proposed establishment of Tax Increment Financing District No. 6-1 within Development District No. 6; (d) the proposed adoption of a Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with

Minnesota Statutes, Sections 469.124 through 469.133, both inclusive, as amended, and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively, the "Act"); and (e) the proposed approval of a business subsidy, pursuant to Minnesota Statutes, Section 116J.993 to 116J.995 (the "Business Subsidy Act").

2. Notice of Hearing; Filing of Program and Plan. The City Clerk is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and the Business Subsidy Act and to place copies of the proposed Development Program, the proposed Tax Increment Financing Plan, and a summary of the proposed business subsidy on file in the office of the Community Development Director at City Hall and to make such copies available for inspection by the public.
3. Consultation with Other Taxing Jurisdictions. The City Clerk is hereby directed to mail a notice of the public hearing and a copy of the proposed Development Program and the proposed Tax Increment Financing Plan to Carlton County and Independent School District No. 94 informing those taxing jurisdictions of the estimated fiscal and economic impact of the establishment of the proposed tax increment financing district.

SET PUBLIC HEARING DATE ON PROPOSED 2024 22ND STREET IMPROVEMENTS

MOTION: Councilor Keller moved and Councilor Carlson seconded the motion to approve **RESOLUTION NO. 23-45, SETTING A PUBLIC HEARING DATE ON THE PROPOSED 2024 IMPROVEMENT OF 22ND STREET** with a proposed hearing date of October 17, 2023. The motion carried unanimously (6-0).

WHEREAS, In accordance with the City of Cloquet's Capital Improvement Program and approved budget, preliminary plans and a feasibility study have been prepared for the improvement of 22nd Street; and

WHEREAS, The feasibility study provides information regarding whether the proposed improvements are necessary, cost-effective and feasible; and

WHEREAS, It is anticipated that benefitted properties will be assessed for a portion of the project costs, pursuant to Minnesota Statutes, Chapter 429 and Chapter 12 of City Code.

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

1. That the Council will consider the reconstruction of 22nd Street Utility Improvements in accordance with said feasibility study and the possible assessment of abutting property for a portion of the cost of the improvements pursuant to Minnesota Statute, Chapter 429 at an estimated total cost of \$755,940.
2. A public hearing shall be held on October 17, 2023, at 6:00 p.m.
3. The City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

COUNCIL COMMENTS, ANNOUNCEMENTS, AND UPDATES

Chief Randall shared with Council that CPD is the only local law enforcement agency that has fully implemented the Joy Ride program, offering vouchers for free rides home from local liquor establishments. Also, Officer Nordquist recently finished the classroom portion of the drug recognition

evaluator program. He will continue on to the next level of training in Philadelphia with other law enforcement officers from around the state. Finally, Randall thanked WalMart for the \$2,000 donation toward armor plates for the officers.

ADJOURNMENT

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

Tim Peterson, City Administrator

DRAFT



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Ann Michaud, Assistant Finance Director
Reviewed by: Tim Peterson, City Administrator *TCP*
Date: October 3, 2023

ITEM DESCRIPTION: Payment of Bills and Payroll

Proposed Action

Staff recommends the Council move to adopt **RESOLUTION NO. 23-46, A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL.**

Background/Overview

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

Policy Objectives

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

Financial/Budget/Grant Considerations

See resolution for amounts charged to each individual fund.

Advisory Committee/Commission Action

Not applicable.

Supporting Documents Attached

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

STATE OF MINNESOTA

RESOLUTION NO. 23-46

A RESOLUTION AUTHORIZING THE PAYMENT OF BILLS AND PAYROLL

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

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

101	General Fund	\$	506,374.00
202	Federal CDBG Loan (EDA)		97.50
231	Public Works Reserve		1,330.06
403	Capital Projects - Revolving		533.75
600	Water - Lake Superior Waterline		65,439.15
601	Water - In Town		153,112.76
602	Sewer Fund		104,877.39
605	Stormwater Fund		5,327.90
614	Cable Television		21,360.50
	TOTAL:	\$	<u>858,453.01</u>

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET
THIS 3RD DAY OF OCTOBER, 2023.**

ATTEST:

Roger Maki, Mayor

Tim Peterson, City Administrator

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
118950	ARAMARK UNIFORM & CAREER	22,174.24	335.20
121350	ASPEN MILLS INC	8,385.48	53.11
123150	B W DISTRIBUTING	3,871.23	100.00
124400	BECKER ARENA PRODUCTS	4,718.62	3,379.24
126850	BLAINE BROTHERS, INC	9,963.49	724.79
129200	BSN SPORTS LLC	16,396.10	84.99
129800	BUREAU CRIMINAL APPREHENSION	2,730.00	75.00
134000	CARLTON COUNTY HIGHWAY DEPT	1,263,582.96	2,775.40
137310	CENTURY LINK	12,162.77	197.07
139025	CINTAS	8,115.68	133.65
139030	CINTAS CORPORATION NO 2	17,708.66	258.34
140100	CLOQUET AUTOMOTIVE	10,230.93	2,685.86
142925	CLOQUET SERVICE CENTER	8,818.54	984.96
144600	COMMERCIAL ROOFING INC	18,975.00	3,760.00
147600	EXELON CORPORATION	54,413.65	1,305.27
150100	D A L C O	16,847.80	243.42
151050	DAKOTA SUPPLY GROUP	1,466,274.22	110,278.00
157300	DULUTH READY MIX INC	23,663.91	1,368.55
161675	EMC NATIONAL LIFE	38,246.56	1,481.51
171100	FRYBERGER, BUCHANAN, SMITH &	427,154.12	24,611.17
172300	GARTNER REFRIGERATION COMPANY	48,481.32	2,242.82
175790	GRANICUS	26,926.30	2,835.50
175950	GRAPHIC TECHNOLOGIES	1,867.00	500.00
177200	GRIFFEYE INC	1,495.00	1,995.00
178500	GUARDIAN PEST SOLUTIONS INC	1,105.67	57.58
179340	HAGENS GLASS & PAINT	39,861.57	7,207.00
180500	HAWKINS INC	208,036.62	3,721.00
184100	HR GREEN INC	18,822.25	1,532.50
205050	LOFFLER COMPANIES INC	4,772.92	15.12
211400	MENARDS INC	17,006.19	29.58
212400	MICHAUD DIST INC	578.84	20.80
212700	MID-STATE TRUCK SERVICE INC	84,193.80	231.43
215500	MINNESOTA HOIST INSPECTION, INC	414.74	387.73
219067	MN DEPT OF ADMINISTRATION	31,632.35	1,580.06
225900	MOMENTUM ECM LLC	5,437.30	3,518.00
227575	MPOWER TECHNOLOGIES, INC	7,388.50	4,750.00
236100	NORTHLAND CONSTRUCTORS	664,315.70	1,935.84
236275	NORTHLAND VEBA TRUST	14,312.50	2,062.50
236500	NORTHWOODS POWER EQUIPMENT	10,326.18	1,365.00
239300	OFFICE OF MNIT SERVICES	627.95	38.20
240300	106 GROUP LTD	36,500.00	4,500.00
241950	PACE ANALYTICAL SERVICES INC	9,607.43	458.00
242850	PARSONS ELECTRIC LLC	130,889.07	4,057.48
244975	PINE KNOT LLC	171,130.05	18,533.25

DATE: 09/28/2023
TIME: 11:09:13
ID: AP442000.WOW

CITY OF CLOQUET
VENDOR SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
246575	POMP'S TIRE SERVICE INC	0.00	3,948.76
251100	R & R SPECIALTIES OF WISCONSIN	28,824.15	3,137.35
251500	COMMUNITY MEMORIAL HOSPITAL	27,096.59	393.00
262850	SEWING UNLIMITED	2,665.00	84.00
271320	T MOBILE	25,595.50	1,366.22
271975	TEAMSTERS JOINT COUNCIL 32	1,015,780.00	36,041.00
276020	TOTAL CONTROL SYSTEMS, INC.	223,894.00	5,132.50
278600	TWIN PORT MAILING	82,422.08	64.29
279100	U S BANK EQUIPMENT FINANCE	13,168.12	441.44
286900	W L S S D	1,600,619.30	75,848.00
293000	ZARNOTH BRUSH WORKS, INC.	4,838.80	910.40
R0002356	KENNETH HAUTAJARVI	0.00	32.94
R0002357	CLOQUET RENTALS LLC	0.00	82.91
R0002358	CHASITY HUNT	0.00	14.61
R0002359	BRODY FISCHER	0.00	131.40
R0002360	AMBER WAKEFILED & JOE SINGPIEL	0.00	109.40
TOTAL ALL VENDORS:			346,148.14

City of Cloquet
Vendor Summary Report Reconciliation
Invoices Due On/Before 10/3/2023

Bills	346,148.14
Less: CAFD	0.00
Less: Library	(375.00)
Bills approved	345,773.14
Other:	
Payroll	550,202.38
Payroll - benefits	<u>(37,522.51)</u>
Total Bills and Payroll Approved	<u><u>858,453.01</u></u>

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GENERAL FUND			
00			
161675	EMC NATIONAL LIFE	38,246.56	1,481.51
271975	TEAMSTERS JOINT COUNCIL 32	1,015,780.00	36,041.00
			37,522.51
41	GENERAL GOVERNMENT		
139030	CINTAS CORPORATION NO 2	17,708.66	34.58
150100	D A L C O	16,847.80	121.71
171100	FRYBERGER, BUCHANAN, SMITH &	427,154.12	23,979.92
172300	GARTNER REFRIGERATION COMPANY	48,481.32	1,121.41
212400	MICHAUD DIST INC	578.84	20.80
225900	MOMENTUM ECM LLC	5,437.30	3,518.00
244975	PINE KNOT LLC	171,130.05	8.25
278600	TWIN PORT MAILING	82,422.08	24.99
279100	U S BANK EQUIPMENT FINANCE	13,168.12	243.75
	GENERAL GOVERNMENT		29,073.41
42	PUBLIC SAFETY		
121350	ASPEN MILLS INC	8,385.48	53.11
129800	BUREAU CRIMINAL APPREHENSION	2,730.00	75.00
139030	CINTAS CORPORATION NO 2	17,708.66	56.02
140100	CLOQUET AUTOMOTIVE	10,230.93	2,685.86
142925	CLOQUET SERVICE CENTER	8,818.54	984.96
150100	D A L C O	16,847.80	121.71
172300	GARTNER REFRIGERATION COMPANY	48,481.32	1,121.41
177200	GRIFFEYE INC	1,495.00	1,995.00
219067	MN DEPT OF ADMINISTRATION	31,632.35	750.00
236275	NORTHLAND VEBA TRUST	14,312.50	187.50
239300	OFFICE OF MNIT SERVICES	627.95	38.20
251500	COMMUNITY MEMORIAL HOSPITAL	27,096.59	393.00
262850	SEWING UNLIMITED	2,665.00	84.00
271320	T MOBILE	25,595.50	1,366.22
278600	TWIN PORT MAILING	82,422.08	7.14
	PUBLIC SAFETY		9,919.13
43	PUBLIC WORKS		

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
GENERAL FUND			
43	PUBLIC WORKS		
123150	B W DISTRIBUTING	3,871.23	50.00
126850	BLAINE BROTHERS, INC	9,963.49	724.79
139025	CINTAS	8,115.68	66.83
139030	CINTAS CORPORATION NO 2	17,708.66	74.14
212700	MID-STATE TRUCK SERVICE INC	84,193.80	231.43
215500	MINNESOTA HOIST INSPECTION, INC	414.74	387.73
227575	MPOWER TECHNOLOGIES, INC	7,388.50	1,187.50
236100	NORTHLAND CONSTRUCTORS	664,315.70	1,935.84
236275	NORTHLAND VEBA TRUST	14,312.50	562.50
246575	POMP'S TIRE SERVICE INC		3,948.76
278600	TWIN PORT MAILING	82,422.08	7.14
279100	U S BANK EQUIPMENT FINANCE	13,168.12	38.81
	PUBLIC WORKS		9,215.47
45	CULTURE AND RECREATION		
118950	ARAMARK UNIFORM & CAREER	22,174.24	335.20
124400	BECKER ARENA PRODUCTS	4,718.62	3,379.24
129200	BSN SPORTS LLC	16,396.10	84.99
137310	CENTURY LINK	12,162.77	127.40
139030	CINTAS CORPORATION NO 2	17,708.66	41.24
147600	EXELON CORPORATION	54,413.65	1,305.27
178500	GUARDIAN PEST SOLUTIONS INC	1,105.67	57.58
179340	HAGENS GLASS & PAINT	39,861.57	7,207.00
242850	PARSONS ELECTRIC LLC	130,889.07	4,057.48
251100	R & R SPECIALTIES OF WISCONSIN	28,824.15	3,137.35
293000	ZARNOTH BRUSH WORKS, INC.	4,838.80	910.40
R0002356	KENNETH HAUTAJARVI		32.94
	CULTURE AND RECREATION		20,676.09
46	COMMUNITY DEVELOPMENT		
240300	106 GROUP LTD	36,500.00	4,500.00
278600	TWIN PORT MAILING	82,422.08	3.57
279100	U S BANK EQUIPMENT FINANCE	13,168.12	81.25
	COMMUNITY DEVELOPMENT		4,584.82

FEDERAL CDBG LOAN (EDA)

DATE: 09/28/23
TIME: 11:09:38
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 3

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

FEDERAL CDBG LOAN (EDA)			
46	COMMUNITY DEVELOPMENT		
171100	FRYBERGER, BUCHANAN, SMITH &	427,154.12	97.50
	COMMUNITY DEVELOPMENT		97.50
LIBRARY FUND			
45	CULTURE AND RECREATION		
236275	NORTHLAND VEBA TRUST	14,312.50	375.00
	CULTURE AND RECREATION		375.00
PUBLIC WORKS RESERVE			
42	PUBLIC SAFETY		
175950	GRAPHIC TECHNOLOGIES	1,867.00	500.00
219067	MN DEPT OF ADMINISTRATION	31,632.35	830.06
	PUBLIC SAFETY		1,330.06
CAPITAL PROJECTS - REVOLVING			
81	SPECIAL PROJECTS		
171100	FRYBERGER, BUCHANAN, SMITH &	427,154.12	533.75
	SPECIAL PROJECTS		533.75
WATER - LAKE SUPERIOR WATERLIN			
51	STATION 2		
137310	CENTURY LINK	12,162.77	69.67
139030	CINTAS CORPORATION NO 2	17,708.66	19.80
144600	COMMERCIAL ROOFING INC	18,975.00	3,760.00
180500	HAWKINS INC	208,036.62	3,691.00
211400	MENARDS INC	17,006.19	29.58
236275	NORTHLAND VEBA TRUST	14,312.50	562.50
276020	TOTAL CONTROL SYSTEMS, INC.	223,894.00	1,796.37
	STATION 2		9,928.92

DATE: 09/28/23
TIME: 11:09:38
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 4

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - LAKE SUPERIOR WATERLIN			
52	LAKE SUPERIOR WATERLINE		
139030	CINTAS CORPORATION NO 2	17,708.66	3.90
184100	HR GREEN INC	18,822.25	1,532.50
	LAKE SUPERIOR WATERLINE		1,536.40
WATER - IN TOWN SYSTEM			
00			
R0002357	CLOQUET RENTALS LLC		82.91
R0002358	CHASITY HUNT		14.61
R0002359	BRODY FISCHER		131.40
R0002360	AMBER WAKEFILED & JOE SINGPIEL		109.40
			338.32
49	CLOQUET		
123150	B W DISTRIBUTING	3,871.23	30.00
139025	CINTAS	8,115.68	40.10
139030	CINTAS CORPORATION NO 2	17,708.66	10.75
157300	DULUTH READY MIX INC	23,663.91	1,368.55
180500	HAWKINS INC	208,036.62	30.00
205050	LOFFLER COMPANIES INC	4,772.92	15.12
236275	NORTHLAND VEBA TRUST	14,312.50	187.50
241950	PACE ANALYTICAL SERVICES INC	9,607.43	458.00
276020	TOTAL CONTROL SYSTEMS, INC.	223,894.00	2,001.68
	CLOQUET		4,141.70
54	BILLING & COLLECTION		
151050	DAKOTA SUPPLY GROUP	1,466,274.22	110,278.00
278600	TWIN PORT MAILING	82,422.08	7.14
	BILLING & COLLECTION		110,285.14
57	ADMINISTRATION & GENERAL		
227575	MPOWER TECHNOLOGIES, INC	7,388.50	1,187.50
278600	TWIN PORT MAILING	82,422.08	7.14

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

WATER - IN TOWN SYSTEM			
57	ADMINISTRATION & GENERAL		
279100	U S BANK EQUIPMENT FINANCE	13,168.12	38.81
	ADMINISTRATION & GENERAL		1,233.45
ENTERPRISE FUND - SEWER			
00			
286900	W L S S D	1,600,619.30	-14,319.00
			-14,319.00
55	SANITARY SEWER		
123150	B W DISTRIBUTING	3,871.23	20.00
139025	CINTAS	8,115.68	26.72
139030	CINTAS CORPORATION NO 2	17,708.66	17.91
276020	TOTAL CONTROL SYSTEMS, INC.	223,894.00	1,334.45
286900	W L S S D	1,600,619.30	90,167.00
	SANITARY SEWER		91,566.08
57	ADMINISTRATION & GENERAL		
227575	MPOWER TECHNOLOGIES, INC	7,388.50	1,187.50
236275	NORTHLAND VEBA TRUST	14,312.50	187.50
278600	TWIN PORT MAILING	82,422.08	7.17
279100	U S BANK EQUIPMENT FINANCE	13,168.12	38.82
	ADMINISTRATION & GENERAL		1,420.99
STORM WATER UTILITY			
57	ADMINISTRATION & GENERAL		
227575	MPOWER TECHNOLOGIES, INC	7,388.50	1,187.50
	ADMINISTRATION & GENERAL		1,187.50
59	OPERATIONS		

DATE: 09/28/23
TIME: 11:09:38
ID: AP443000.WOW

CITY OF CLOQUET
DEPARTMENT SUMMARY REPORT

PAGE: 6

INVOICES DUE ON/BEFORE 10/03/2023

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

STORM WATER 59	UTILITY OPERATIONS		
134000	CARLTON COUNTY HIGHWAY DEPT	1,263,582.96	2,775.40
236500	NORTHWOODS POWER EQUIPMENT	10,326.18	1,365.00
	OPERATIONS		4,140.40
CABLE TELEVISION 45	CULTURE AND RECREATION		
175790	GRANICUS	26,926.30	2,835.50
244975	PINE KNOT LLC	171,130.05	18,525.00
	CULTURE AND RECREATION		21,360.50
	TOTAL ALL DEPARTMENTS		346,148.14



DEPARTMENT OF PUBLIC WORKS

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Caleb Peterson, Public Works Director
Reviewed By: Tim Peterson, City Administrator *TP*
Date: October 3, 2023

ITEM DESCRIPTION: Disposal of Surplus Equipment - Unit 233

Proposed Action

Staff recommends the City Council move to authorize the sale of Public Works Unit 233, a 1997 Chevy K1500 half ton pick-up truck.

Background/Overview

Because of past vehicle purchases, it has been determined that this vehicle is no longer needed and is in such condition that it is not economically feasible to upgrade it to a usable standard.

Unit 233 originated in the engineering department when purchased. Over the past 26 years it has served all departments within Public Works and has seen it all, from inspection work on street and utility projects, hydrant flushing, and most recently watering Cloquet Avenue flowers. Based on the age and future maintenance, staff recommends sale through the online auction service Minn Bid.

Policy Objectives

To dispose of surplus equipment in accordance with State Statute.

Financial/Budget/Grant Considerations

It has been determined that it is no longer financially feasible to maintain these items in inventory or they are no longer needed by the city. This surplus equipment does have some salvage value and the money from the sale would be returned to the appropriate department fund accounts.

Advisory Committee/Commission Action

N/A

Supporting Documents Attached

N/A



ADMINISTRATIVE OFFICES

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Tim Peterson, City Administrator *TP*
Date: October 3, 2023

ITEM DESCRIPTION: Temporary On-Sale Liquor License – Food For Thought

Proposed Action

Staff recommends the City Council move to approve the application from the Fond du Lac Tribal and Community College Foundation for the issuance of a Temporary On-Sale Liquor License for their annual Food for Thought fund raising event to be held on January 18, 2024. The license is subject to final approval by the Commissioner of Public Safety.

Background/Overview

Attached the City Council will find an application for a Temporary On-Sale Liquor License from the Fond du Lac Tribal and Community College Foundation seeking a Temporary On-Sale Liquor License for their annual Food For Thought fund raising event on January 18, 2024. This food and wine tasting fundraising event has taken place annually since 2014

Under Minnesota Statute and City Code, to allow for the event proposed, the applicant is required to obtain a Temporary On-Sale Liquor License, which according to Minnesota Statute and City Code, can only be issued to a Club or licensed non-profit organization.

The applicant has stated in their request that the primary goal of this event is to keep expenses to a minimum to be able to provide more students with financial assistance. Therefore, they are requesting the \$50.00 application fee be waived.

City Code also requires the applicant to hire law enforcement for security purposes. This would require the applicant to hire two police officers at \$75.00/hr. each for the duration of the event. The applicant is requesting the use of Fond du Lac Law Enforcement students and staff to provide security during the event. City Council has historically approved this annual request from the Foundation.

Policy Objectives

Approval of a temporary license is required under Section 6.3 of the Municipal Code and Minnesota Statutes 340A.404. Under these rules, only a non-profit organization can obtain a permit for such purposes.

Financial/Budget/Grant Considerations

The City's fee schedule requires a \$50.00 fee for each temporary license. The applicant is requesting this fee be waived.

Advisory Committee/Commission Action

None.

Supporting Documentation Attached

- Temporary On-Sale Liquor License Application

Fond du Lac  College
FOUNDATION

2101 14th Street • Cloquet, Minnesota 55720
218-879-0800 • 1-800-657-3712
Fax 218-879-0814 • www.fdlcc.edu

September 22, 2023

City Administrators Office
101 14th Street
Cloquet, MN 55720

Attn: Mayor Roger Maki; City Councilors; City Administrators; Staff

The Fond du Lac Tribal and Community College was established in Cloquet, MN in 1987. The mission of the college is to provide higher education opportunities for its communities in a welcoming, culturally diverse environment.

The Fond du Lac Tribal and Community College Foundation was created in 1995 by the College Board of Directors to raise funds from corporations, individuals and other private resources to support the diverse needs of the college. Through its activities, the Foundation works to increase access to educational opportunities, improve the quality of life of students, and create an environment that will assist in building a stronger and richer community for the future.

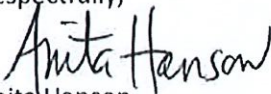
The Foundation's *Food for Thought* is a food and wine tasting fundraising event that benefits student scholarships and student needs. The after-work affair celebrates several area food vendors from our local community region, while providing our community with an opportunity to help deserving students further their education. Our inaugural Food for Thought tasting event was held in January 2014.

The eleventh annual *Food for Thought* will be held January 18, 2024. Please find the attached application for the Temporary On-Sale Liquor License with the accompanying required certificates for our January 18, 2024 event. Also enclosed is the State of Minnesota Application and required documents.

One of our goals is to keep expenses at a minimum. That said, we request your consideration to waive the \$50.00 application fee. As in the past, we also request the use of students enrolled in our Community Peace Officer program (formerly known as our Law Enforcement program) to provide the necessary police presence required. This is an excellent way for our students to be involved in this community-wide event.

Please don't hesitate to contact me, my Executive Assistant Stephanie Untiedt stephanie.untiedt@fdlcc.edu or Foundation Board President, Kate Mason kate@northwoodscu.org with any questions you may have. Thank you for considering our request.

Respectfully,



Anita Hanson
President

Fond du Lac Tribal and Community College
Office: (218) 879-0804 or anita.hanson@fdlcc.edu



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date organized	Tax exempt number
Fond du Lac Tribal and Community College Foundation	11/1997	41-1849304

Address	City	State	Zip Code
2101 14th Street	Cloquet	Minnesota	55720

Name of person making application	Business phone	Home phone
Anita Hanson	218-879-0804	

Date(s) of event	Type of organization
Thursday, January 18, 2024	<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit

Organization officer's name	City	State	Zip Code
Kate Mason	Cloquet	Minnesota	55720

Organization officer's name	City	State	Zip Code
Tim Bongs	Cloquet	Minnesota	55720

Organization officer's name	City	State	Zip Code
Fred Goldschmidt	Cloquet	Minnesota	55720

Organization officer's name	City	State	Zip Code
Jennifer Axtell	Cloquet	Minnesota	55720

Location where permit will be used. If an outdoor area, describe.
Fond du Lac Tribal and Community College - Commons Area
2101 14th Street, Cloquet, MN 55720

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Cold One Liquor
904 Highway 33 South, Cloquet, MN 55720

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Reliable Insurance Agency
\$1,000,000.00

APPROVAL
APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official _____ Approved Director Alcohol and Gambling Enforcement _____

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

Will organization contract for intoxicating liquor? Yes No

If yes, please list:

Name of on sale license holder: Cold One Liquor

Address: 904 Highway 33 South

Cloquet, MN 55720

Contact Person: Alison/Dean Crotteau Phone No. 218-879-7533

Full Year ^{off sale} On Sale Intoxicating Liquor License No. 71343

Will event be outdoors? Yes No

What type of enclosure will be used for the outdoor area? N/A

(Area shall be enclosed by a fence or other enclosure)

Describe all types of entertainment to be provided at the event. If entertainment is not planned, describe what will occur.

Food, wine and beer tasting event by area vendors

Days / Times of Entertainment: N/A

Will there be a band? Yes No

Will the entertainment be amplified? Yes No

Has this organization had any temporary liquor or wine licenses in the City of Cloquet in the past 12 months? Yes No

If yes, list the Event and Date(s): January 19, 2023 (last year's Food for Thought event)

The City of Cloquet reserves the right to request additional information to assist in the evaluation of this application.

I do hereby swear that the answers in this application are true and correct to the best of my knowledge. I do authorize the City of Cloquet, its agents and employees, to obtain information and to conduct an investigation, if necessary, into the truth of the statements set forth in this application and my qualifications for this license.

Signature of Applicant: Anita Hanson Date: 9-22-23

Print Name Anita Hanson
First Middle Last

FOR CITY USE ONLY: (When applicable)				
	Signature:	Approved:	Denied:	Date:
Police Chief:				
City Administrator:				

Authorization & Release

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

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

Data Practices Advisory (*Tennessee Warning*)

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

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

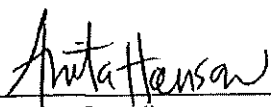
You are not legally required to provide this information. However, failure to furnish the requested information may result in your application being denied.

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

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

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

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



Signature of Applicant

9-22-23

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 9/22/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Reliable Agency, Inc PO Box 620 Cloquet MN 55720	CONTACT NAME: Jen Dostal		
	PHONE (A/C No, Ext): 218-655-3371		FAX (A/C, No): 218-655-3371
E-MAIL ADDRESS: jdostal@reliablemn.com			
INSURER(S) AFFORDING COVERAGE			NAIC #
INSURER A : Auto-Owners Ins. Co.			18988
INSURER B :			
INSURER C :			
INSURER D :			
INSURER E :			
INSURER F :			

COVERAGES **CERTIFICATE NUMBER: 2034388272** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			08059011	11/24/2022	11/24/2023	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/>						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
	<input type="checkbox"/>						MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/>						PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/>						GENERAL AGGREGATE	\$ 1,000,000
	<input type="checkbox"/>						PRODUCTS - COMP/OP AGG	\$ 1,000,000
	<input type="checkbox"/>							\$
	<input type="checkbox"/> AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY							\$
	<input type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	<input type="checkbox"/> DED							\$
	<input type="checkbox"/> RETENTION \$							\$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	<input type="checkbox"/>	N/A			E.L. EACH ACCIDENT	\$
	<input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

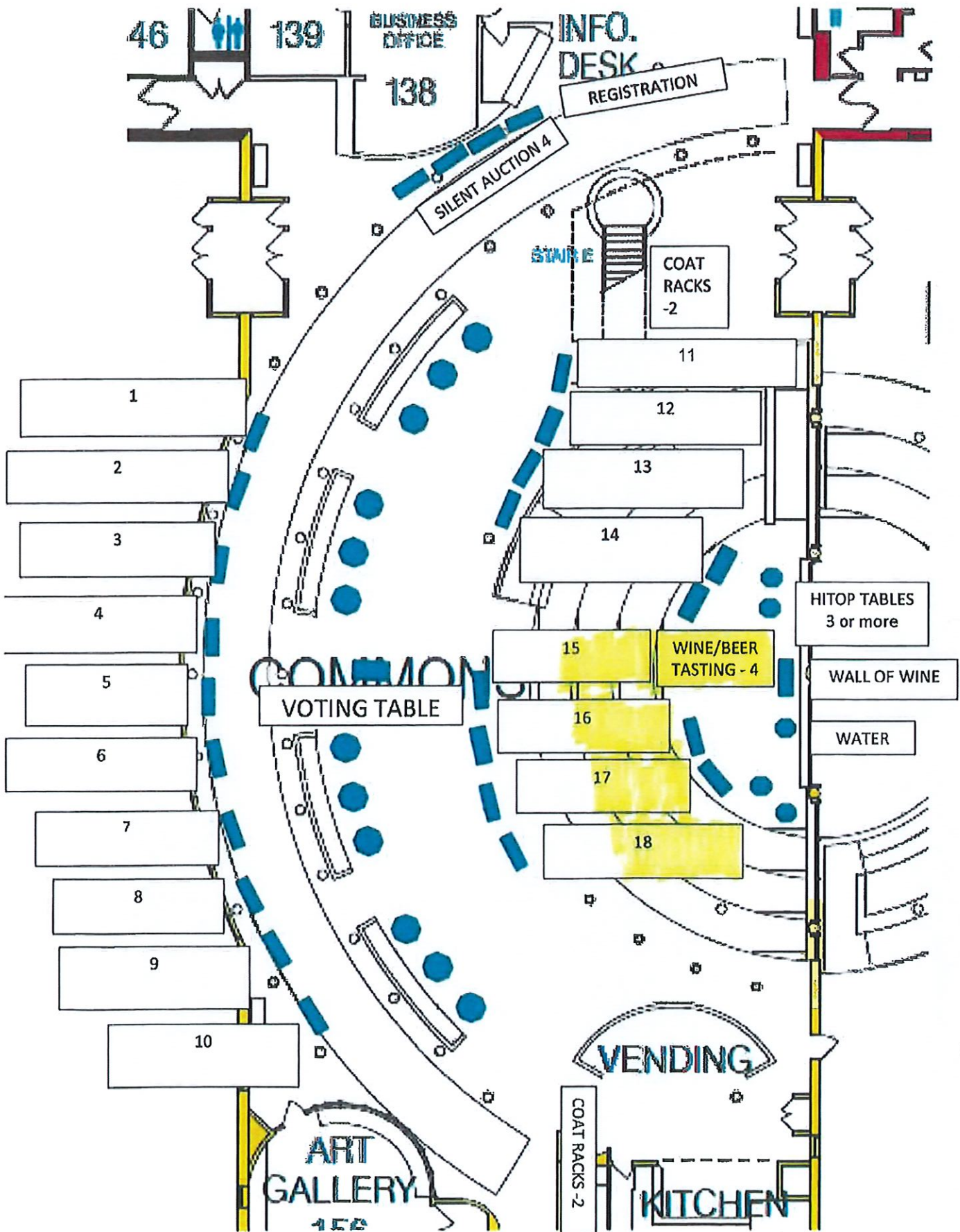
Food For Thought event- Jan. 18, 2024

Host Liquor Liability included

CERTIFICATE HOLDER City of Cloquet 101 14th Street Cloquet MN 55720	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Jen Dostal</i>
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FOOD FOR THOUGHT SET-UP





Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248421964
Oct. 28, 2011 LTR 4168C E0
41-1849304 000000 00

00014664
BODC: TE

FOND DU LAC TRIBAL AND COMMUNITY
COLLEGE FOUNDATION
~~PO BOX 169~~ 2101 14th St.
CLOQUET MN 55720-0169



110622

Employer Identification Number: 41-1849304
Person to Contact: MS. MITCHELL
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Oct. 19, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in NOVEMBER 1997.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



Cloquet Area Fire District

508 Cloquet Avenue ° Cloquet, MN 55720
Phone: (218) 499-4258 ° Fax: (218) 499-4289

9-21-2023

Tim Peterson
City Administrator
Cloquet, Minnesota

Mr. Peterson,

Included is a resolution passed by the Cloquet Area Fire District Board of Directors on 9-20-2023 relating to public safety aid that I ask you present to the Cloquet City Council. In 2023, the City of Cloquet will be receiving \$556,397 in one-time public safety aid from the State of Minnesota to be utilized for police, fire, rescue and associated expenses relating to public safety. The Cloquet Area Fire District is officially requesting a portion of that aid to be expended for specific projects relating to the health and safety of our staff, and to enhance emergency response within the City of Cloquet and our service area.

There are two systems we need to fund that will greatly impact the health, safety and capability of our emergency response organization. These systems are commonplace in modern fire stations and their purchase and installation has been delayed due to many years of funding challenges. A vehicle exhaust system and station alerting system will significantly improve our ability to safely and efficiently answer over 3,300 calls for service each year, with many of those occurring in the City of Cloquet. The total cost of these systems is estimated at \$165,000. We ask that you strongly consider contributing \$165,000 of the public safety aid Cloquet will receive from the State of Minnesota to the Cloquet Area Fire District so that we can purchase and install these important systems in our primary fire station at 508 Cloquet Avenue at the earliest opportunity.

As part of my research into the legality of this use of public safety aid, I spoke with Kristie Strum of the MN Department of Revenue who confirmed that this was not a prohibited use of funds and therefore a legitimate expense for the City of Cloquet in regards to the one-time public safety aid.

Please contact me at your earliest convenience to discuss further, I appreciate your consideration of my request.

Sincerely,

Jesse Buhs
Fire Chief

The mission of the Cloquet Area Fire District is to provide our member communities with unified fire protection, rescue, emergency medical services and public safety education. We will deliver these services with accountability, efficiency and quality.



Cloquet Area Fire District

508 Cloquet Avenue ° Cloquet, MN 55720
Phone: (218) 499-4258 ° Fax: (218) 499-4289

RESOLUTION NO. 23-06

RESOLUTION REQUESTING A PORTION OF PUBLIC SAFETY AID ADMINISTERED TO A CITY WITHIN THE DISTRICT BY THE STATE OF MINNESOTA IN 2023

WHEREAS, the State of Minnesota has allocated \$210 million in one-time public safety aid to be distributed on 12-26-2023 to cities across the state that is specifically dedicated to “public safety” and,

WHEREAS, the utilization of public safety funds is specifically regulated to be applied towards the provision of police and fire services, specifically including equipment related to fire, rescue and emergency services along with training and employee wellness among other uses and,

WHEREAS, the City of Cloquet will be allocated \$556,397 in one-time additional public safety funds and,

WHEREAS, the Cloquet Area Fire District provides fire, rescue and ambulance services to the entirety of the City of Cloquet and,

WHEREAS, the Cloquet Area Fire District does not receive public safety aid as a special taxing district in the State of Minnesota,

THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CLOQUET AREA FIRE DISTRICT, that this resolution serves as an official request for an equitable portion of the one-time public safety aid distributed by the State of Minnesota to the City of Cloquet in 2023.

PASSED AND ADOPTED BY THE CLOQUET AREA FIRE DISTRICT BOARD THIS 20TH DAY OF SEPTEMBER, 2023.

Attest:

Bruce Blacketter, Vice Board Chair

Jesse Buhs, Fire Chief

The mission of the Cloquet Area Fire District is to provide our member communities with unified fire protection, rescue, emergency medical services and public safety education. We will deliver these services with accountability, efficiency and quality.



CLOQUET POLICE DEPARTMENT

DEREK RANDALL
Chief of Police

101 14TH Street
CLOQUET, MINNESOTA 55720-1799
records@ccloquetmn.gov

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

REQUEST FOR COUNCIL ACTION

To: Mayor and City Council
From: Chief Derek Randall
Reviewed By: Tim Peterson, City Administrator *TLR*
Date: October 3, 2023

Item Description: 2024 Towards Zero Deaths (TZD) Grant

Proposed Action

Staff recommends the City Council move to adopt **RESOLUTION NO. 23-47, A RESOLUTION AUTHORIZING THE CLOQUET POLICE DEPARTMENT TO ENTER INTO A GRANT AGREEMENT IN PARTNERSHIP WITH THE CARLTON COUNTY SHERIFF'S DEPARTMENT AND FOND DU LAC POLICE DEPARTMENT TO ACT AS PRIMARY AGENCY IN THE ADMINISTRATION OF THE REGIONAL TOWARDS ZERO DEATHS (TZD) GRANT** in the amount of \$32,100.00.

Background/Overview

Minnesota Towards Zero Deaths (TZD) is the state's cornerstone traffic safety program, employing an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. While individual disciplines have a long history of successful traffic safety programs, TZD aims to tie these together with a common vision and mission for greater success. The TZD program uses data to target areas for improvement and employs proven countermeasures.

The TZD program is administered at the state level by the Office of Traffic Safety (OTS) within the Minnesota Department of Public Safety and the Office of Traffic, Safety, and Technology within the Minnesota Department of Transportation.

The TZD program team partners with local agencies and communities to improve the traffic safety of a designated area. TZD provides technical assistance, materials, and guidance to local groups committed to reducing crashes, fatalities, and severe injuries resulting from them. Periodic enforcement efforts typically focus on traffic safety issues, including speed, DWI, seat belt use, and distracted driving.

The Cloquet Police Department has participated in the TZD program for over a decade. The Cloquet Police Department has been the primary agency administering the program for several years.

To Mayor and Council
TZD Grant
October 3, 2023
Page 2

Policy Objectives

Participating in this program allows the police department to enhance community education related to traffic safety and increase enforcement efforts to reduce crashes. It will allow the Police Department to continue to provide a full level of service to our community.

Financial/Budget/Grant Considerations

Participation in this grant program allows the Cloquet Police Department to be reimbursed for overtime expenses incurred during the enforcement waves.

Supporting Documentation Attached

- Resolution No. 23-47
- Office of Traffic Safety Budget Spreadsheet

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

RESOLUTION NO. 23-47

**A RESOLUTION AUTHORIZING THE CLOQUET POLICE DEPARTMENT
TO ENTER INTO A GRANT AGREEMENT, IN PARTNERSHIP WITH THE CARLTON
COUNTY SHERIFF'S DEPARTMENT AND FOND DU LAC POLICE DEPARTMENT,
TO ACT AS THE PRIMARY AGENCY IN THE ADMINISTRATION OF THE
REGIONAL TOWARDS ZERO DEATHS GRANT**

WHEREAS, The Towards Zero Deaths (TZD) Program provides technical assistance, materials, and guidance to local groups that are committed to reducing crashes and fatalities; and

WHEREAS, The Cloquet Police Department has been a participating member in the TZD Program for over a decade; and

WHEREAS, In order to be awarded the TZD Grant, the Department of Public Safety requires a Resolution authorizing participation in the project; and

NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF CLOQUET, MINNESOTA, That the Cloquet Police Department be authorized to enter into a grant agreement with the Minnesota Department of Public Safety for traffic safety enforcement projects during the period from October 1, 2023 through September 30, 2024.

BE IT FURTHER RESOLVED that the Cloquet Police Department, through Chief of Police, Derek Randall, Commander David O'Connor and/or Officer Brett Reinsch, are hereby authorized to execute such agreements and amendments as necessary to implement the project on behalf of the Cloquet Police Department and to be the fiscal agent and administer the grant.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CLOQUET THIS 3rd DAY OF OCTOBER 2023.

Roger Maki, Mayor

ATTEST:

Tim Peterson, City Administrator

2024 Enforcement Budget



Cloquet Police Department

Impaired Driving Enforcement			\$	6,000.00
Seat Belt Enforcement			\$	3,700.00
Speed Enforcement			\$	9,200.00
Distracted Enforcement			\$	4,200.00
Move Over Enforcement			\$	700.00
Pedestrian			\$	-
Special Projects Enforcement and Education			\$	2,500.00
Total Overtime Enforcement Funding			\$	26,300.00
Dispatch, Administration & Corrections:			\$	1,000.00
Training			\$	3,200.00
Equipment	Grant Funded	Agency Match		
	\$ 1,600.00	\$ 1,600.00	\$	1,600.00
Subtotal			\$	5,800.00
Total Grant Award			\$	32,100.00
Agency Match Required			\$	1,600.00