

**Carlton City Council**  
**MEETING MINUTES**  
**Tuesday, March 8, 2016**

**1.00 Call to Order & Pledge of Allegiance 6:00pm**

Mayor Bureau called the meeting to order, the time being 6:02 pm.

**2.00 Roll Call – Agenda Additions/ Deletions**

*Council Present:* Mayor K. Bureau, L. Rodd, W. Vork, S. O'Brien, A. Gustafson, W. Vork

*Council Absent:* None

*Staff Present:* Clerk/ Treasurer C Conway; Public Works Superintendent D. Wolf; Librarian J Johnson; Office Coordinator M Halling

*Resident:* LeAnn Theisen

**3.00 Presentations & Guests** – *Individuals may address the Council about any item not contained on the regular agenda. A maximum of 10 minutes is allotted for the Forum. If the full 10 minutes are not needed for the Forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the Forum, with the exception of referral to staff or Committee for future report.*

**4.00 Approve Agenda** – *Council members may add items to the agenda for discussion purposes or staff direction.*

A Motion was made by Councilor Rodd and seconded by Councilor O'Brien to approve the agenda as presented. The motion passed unanimously.

**5.00 Consent Agenda** – *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

**5.01 Approval of the Minutes:** Regular Meeting February 9, 2016

**5.02 Approval of Bills:** Exhibit A dated March 8, 2016 in the amount of \$111,614.17

**5.03** Approval of Check Numbers – 29139 – 29245, 2946 Voided Checks

**5.04** Review and Approval of Petty Cash

**5.05** Charitable Gambling Report

**5.06** Frandsen Bank and Trust Credit Card Statement

**5.07** Status of City Funds – Carlton

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to approve the consent agenda with the following change: Councilor Vork would like the February 9, 2016 meeting minutes to show the reason for the nay vote was because of losing ADA for core services. The motion passed unanimously.

Regular Council meeting was suspended at 6:03pm and the Planning Commission Meeting was opened.

## 6.00 Public Hearings

### 6.01 Paul Vernon Re-Zone

The purpose of the meeting is to consider the rezoning of parcels 15-180-0010 & 15-180-0020 from Residential (R-2) to Manufacturing (M-1). Mr. Vernon indicated it is not economically feasible to build housing on this parcel of property. He would like to have the parcel rezoned M-1 in order to put storage units on the property.

**A MOTION** was made by Councilor Rodd and seconded by Councilor Gustafson to adjourn the Planning Commission Meeting the time being 7:05pm.

**Regular Council Meeting was reopened at 7:07 pm.**

## 7.00 Petitions, Communications & Correspondence

### 7.01 Board of Appeals and Equalization – April 28, 2016 @ 10:00am

### 7.02 Donation Request for Father Daughter Ball

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Vork to approve a donation in the amount of \$500.00 to Carlton Community News. The motion passed unanimously.

## 8.00 Ordinances; Resolutions and Policies

### 8.01 RESOLUTION # 2016-06 APPROVING SALE OF LAND TO SWIFTWATER ADVENTURES

This Item was tabled until April 4<sup>th</sup>, 2016. It will be on the Planning Commission Meeting Agenda.

### 8.02 RESOLUTION # 2016-07 APPOINTMENT TO HOUSING AND REDEVELOPMENT AUTHORITY (HRA) BOARD OF DIRECTORS

**A MOTION** was made by Councilor Vork and seconded by Councilor Gustafson to approve the appointment of Curtis Oswell to the HRA board for a five (5) year term. The motion passed unanimously.

#### ROLL CALL

W. Vork	Yea
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

### 8.03 RESOLUTION 2016-08 DONATION ACCEPTANCE

**A MOTION** was made by Councilor Gustafson and seconded by Councilor O'Brien to accept the donations to the library in the amount of \$145.00. The motion passed unanimously.

#### ROLL CALL

W. Vork	Yea
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

## 9.00 General Business

### PROJECT UPDATES

#### 9.01 Trail Extension

#### 9.02 Joint Powers Board

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to pay \$15,000.00 for the feasibility study being completed by Donohue from the General Fund instead of the water fund contingent that this is a legal use of general fund dollars. The motion passed unanimously.

9.03 Civic Center – an update was provided to the council on the progress of the renovations.

### UNFINISHED BUSINESS

#### 9.04 Swiftwater Adventures

Item was tabled until the Planning Commission Meeting on Monday April 4, 2016 at pm. Meeting to be held at Thomson Hall.

#### 9.05 Water/Sewer Rates

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to approve the water/sewer brackets as presented. The motion passed unanimously.

#### 9.06 Wellness Center Update

Mayor Bureau updated the council on the activities provided by Volunteer Services.

#### 9.07 Ordinance Update - Tabled

### NEW BUSINESS

#### 9.10 Paul Vernon Rezone - Tabled

#### 9.11 LG220 – Nicholas-Sellgren VFW 2962

A MOTION was made by Councilor Gustafson and seconded by Councilor Vork approve the LG220 for VFW 2962. The motion passed unanimously.

#### 9.12 LG 220 Fours Seasons

A MOTION was made by Councilor Gustafson and seconded by Councilor Vork to approve the LG220 for Four Seasons. The motion passed unanimously.

#### 9.13 Approval of Fire Department Officers

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to approve the Fire Department Officers as follows: Derek Wolf, Fire Department Treasurer; Erik Bergstedt, Fire Department Secretary; Captains: Steve Schmidt, Lee Schelonka and Hannah Frank. The motion passed unanimously.

#### 9.14 Ambulance Manager

Council is supportive of the idea of an ambulance manager. Fire Department Officers are authorized to complete a job description and post the position when they are ready.

**Council Meeting was suspended at 8:04 pm for a short break. Meeting was resumed at 8:09 pm.**

**9.15 Roof Quotes**

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson to approve the quote from Jamar in the amount of \$69,500.00. The motion passed unanimously.

**9.16 Sewer Jetting Quotes**

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to approve the quote provided by Great Lakes Pipe Service in the amount of \$7,000.00. The motion passed unanimously.

**9.17 GIS Quotes**

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to approve the quote from MSA for GIS Services in the amount of \$5,500.00. The motion passed unanimously.

**9.18 Cedar Avenue Culvert**

The City Council declined this project at the time due to the lack of funds.

**9.19 Thomson Hall – Wells Fargo**

Clerk Conway updated the Council that there is no prepayment penalty but there are payment restriction and the loan could not be paid off until August 2016.

**9.20 ACH Withdrawals**

Council authorized staff to start the process to set up ACH withdrawals for water/sewer payments.

**9.21 Green Cities - Tabled**

**9.22 Purchase Agreement**

A MOTION was made by Councilor Gustafson and seconded by Councilor O'Brien to accept the purchase agreement for property located at 88 4<sup>th</sup> Street North to be purchased by the Ambulance Service. The motion passed unanimously.

**10.00 Staff and Committee Reports & Recommendations**

**10.01 City Clerk Report**

February started with water billing and ended with water billing, in between was training with Michelle, working on getting Civic Center repair quotes and scheduling contractors. I spent a few hours at Thomson Hall going through records to get them ready to move to Carlton Office. W-2's and 1099 were submitted, payroll and AP checks were processed, meeting minutes type, agenda packets, re-zone application and most important of all communication with many residents!

Looking forward to next month we are going to start preparing for the move upstairs. We hope to clean out anything not needed.

**IMPORTANT DATES TO REMEMBER**

Good Friday	Office Closed at Noon
Robert Rodd Memorial Hockey Game	March 5 <sup>th</sup>
Clerks Conference	March 16-18
Council Meeting	April 8 <sup>th</sup>
Board of Appeals & Equalization Meeting	April 28 <sup>th</sup> @ 10:00 am

## 10.02 Fire Department Report

Mayor & City Council,

Our annual BINGO was a great success with about 275 people attending. It was a great team effort from the members and great donations from our area businesses. Our EMT class wrapped up last month and the students are currently going through the written testing process. We completed the 2017 Ambulance formula and distributed to the various jurisdictions that we serve (Carol was a great help with this)! The fire department has been busy planning for upcoming training events through the year. We presented Cloquet Hospital Emergency Department with the Carlton County EMS Association Unit of the Year award at the County Commissioners Meeting on Feb. 22nd. Our call volume remains steady throughout the start of the New Year. We brought on a couple new firefighters in the last two months, one was brought on at the cadet level and the other is a member who served 4 years with us prior to moving and has now moved back to the area. We have begun the process of adding an ambulance manager to our service. We will be finalizing a job description and hopefully posting the position in the near future with your blessing. Hope you all have a great spring!

## 10.03 Public Works Report

### Activities from February

- Water plant
- Move snow
- WLSSD Meeting, I&I Report
- RFP Engineers
- Civic Center Repairs/Quotes
- DNR Report
- School Ave Project & meetings
- Office Work
- Water Supply Plan
- Safety Meeting
- Feasibility study WTP

### Activities for March

- Well Head Protection
- Office work
- Water Supply Plan
- Personnel policy
- Move snow
- Civic Center Repairs/updates
- Repair Shed
- GIS

### Note

Radar sign - I programed and found that they both had to be sent in and repaired. Not working properly waiting for them on come back to then reinstall. Thomson sign may have to be moved.

Drinking fountain install will happen in the spring

## 10.04 Library Director Report

- o 346 patrons visited in February (open 80 hours)
- o City Council meeting
- o Purchase supplies for Summer Reading Program & LYL
- o Annual Report is ready for submission
- o Begin planning for move
- o 2 Legacy Programs
- o 1 iPad class
- o Love Your Library Letter mailed
- o Support the Move letter mailed
- o Renew Avast (computer anti-virus)
- o Attend Compass Meeting
- o Have IRS tax forms available. Minnesota not sending them in bulk for distribution anymore.

I sent out 2 letters asking for donations. The Love Your Library letter went to all City residents. I also sent a letter to area business requesting help paying for the move and remodeling. I will be attending the Twin Lakes Township Annual Meeting on March 9.

## 10.05 Council Member Report

## 10.06 Mayor Report.

Would like to recognize the following people for Mayor's Day of Recognition: Lions Club, Chuck & Jolene Steffans and Allen Hagenah.

**11.00 RECAP ACTION ITEMS**

**12.00 UPCOMING MEETINGS**

Regular Council Meeting – April 12, 2016 @ 6pm.

Board of Appeals and Equalization – April 28,2016 @ 10:00am

**13.00 Adjournment**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor O'Brien to adjourn the meeting, the time being 8:41 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/ Treasurer