

**Carlton City Council**  
**MEETING MINUTES**  
**Tuesday, April 12, 2016**

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

Mayor Bureau called the meeting to order, the time being 6:00 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; City Attorney B Helwig; City Auditor J Smith

*Residents:* Derek Berg, Erin Berg, Nancy Berg, Gwen Carman, Joel Decker, Ryan Zimny, Aaron Hanson, Delany Blue

*Others:* Christopher Rousseau, Jolene Steffens, Chuck Steffens, Jennifer Gint, Ryan Micke, Brian Pfifer, Cliff Langley, John Paulson, Diane Grover, Jeff Grover, Lane Townsend

**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 Vork and seconded by Councilor Gustafson to approve the agenda with the following changes/additions: **Renumber New Business Engineer Estimates to 9.27, Cemetery to 9.28 and Four Seasons to 9.29; Add: 9.30 Erin Berg, 9.31 Red Truck** 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 March 8, 2016; Special Meetings March 14, 2016 & Planning Commission April 4, 2016

**5.02 Approval of Bills:** Exhibit A dated April 12, 2016 in the amount of \$93,261.44

**5.03** Approval of Check Numbers – 29246 – 29340; Voided Check 29328

**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 Rodd and seconded by Councilor O'Brien to approve the consent agenda with the following changes: **exhibit total corrected to \$92,671.72.** The motion passed unanimously.

**6.00 Public Hearings**

## 7.00 Petitions, Communications & Correspondence

### 7.01 Donation Request from Friends of the Carlton Area Library

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to approve a donation in the amount of \$600.00 to the Friends of the Carlton Area Library. The motion passed unanimously.

### 7.02 Donation Request form Carlton School Readiness Program

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson to approve a donation in the amount of \$300.00 to Carlton School Readiness Program. The motion passed unanimously.

### 7.03 Donation request from Carlton County Fair

A MOTION was made by Councilor O'Brien and seconded by Councilor Vork to deny a donation to the Carlton County Fair due to funds not being budgeted for advertising. The motion passed unanimously.

## 8.00 Ordinances; Resolutions and Policies

### 8.01 RESOLUTION # 2016-06 APPROVING SALE OF LAND TO ECO-VENTURES LLC OPERATING AS SWIFTWATER ADVENTURES

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to approve Resolution 2016-06 Approving Sale of Land to Eco-Ventures LLC Operating as Swiftwater Adventures.

#### ROLL CALL

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

### 8.03 RESOLUTION 2016-10 DONATION ACCEPTANCE

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to accept the donations to the library in the amount of \$832.60. 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

Councilor Gustafson did not submit the Grant Application to the Department of Natural Resources (DNR) because the quote for construction of the trail was higher than anticipated. Attorney Helwig sent an addendum to the 1994 DNR Agreement to Kent Skaar to try reach an agreement to get the Munger Trail Spur installed.

**9.02 Joint Powers Board**

**9.03 Civic Center**

City Offices should be move upstairs by May 1<sup>st</sup> and the Library will hopefully be moved in by the end of June.

**UNFINISHED BUSINESS**

**9.04 Swiftwater Adventures**

**9.05 Thomson Hall Sale**

Before proceeding City Council recommended staff to get a market analysis from at least two (2) realtors.

**9.06 Green Cities**

Tabled until next May meeting.

**9.07 Ordinance s**

A Special Meeting will be held on May 9, 2016 at 4:30 pm.

**9.08 Paul Vernon Rezone Request**

Carlton City Planning Commission tabled the rezoning request until contacted by Mr. Vernon.

**9.09 337 North Avenue**

Council would like the City Building Official to take another look at the home to determine if it can be declared hazardous. Councilor Gustafson wants a nuisance violation issued to the homeowner.

**9.10 30 Dalles Avenue**

Council would like the City Building Official to contact the owner of 30 Dalles Avenue to set up an appointment for an inspection of the property.

**NEW BUSINESS**

**9.15 Audit Results**

Jennifer Smith of WIPFLI was present to present the results of the 2015 City Audit. Councilor Vork thanked Clerk Conway for the worked she has done the past year.

**9.16 Gwen Carman – Carlton School Superintendent**

Gwen Carman attended the meeting to introduce herself to the City Council.

**9.17 LG Wrenshall Area Sno Sharks Snowmobile Club**

**A MOTION** was made by Councilor Rodd and seconded by Councilor Gustafson to approve the LG220 for the Wrenshall Area SnoSharks Snowmobile Club. The motion passed unanimously.

**9.18 LG230 – Eagles 1163 - Cloquet**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Vork to approve the LG230 for the Eagles 1163 – Cloquet. The motion passed unanimously.

**9.19 Approval of Hiring Josh Dallman**

**A MOTION** was made by Councilor Vork and seconded by Councilor Gustafson to approve the permanent hiring of Josh Dallman. The motion passed unanimously.

## **9.20 Verizon Building Change Request**

Council recommended the City Attorney contact Verizon about the request to change from building a Utility Building to installing Utility Cabinets. If the cabinets would be used a privacy fence would be needed for safety and aesthetic purposes.

## **9.21 Parkview Lane**

Chuck and Jolene Steffens were present to provide information on a road maintenance agreement they are working on for current and future residents on Parkview Lane which is a private road.

**8:36pm – meeting suspended for a short break**

**8:39pm - meeting resumed**

## **9.22 Ambulance Fund Transfer Request**

**A MOTION** was made by Councilor Vork and seconded by Councilor Rodd to approve the transfer of funds from the Ambulance Fund to the Ambulance Capital Fund to purchase the property at 88 4<sup>th</sup> Street North and to pay all related costs. The City Attorney will also be contacted to draw up a month to month rental agreement if the current tenants are not able to vacate the property at the time of closing. The motion passed unanimously.

## **9.23 Ambulance Personnel Policy Revision**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor O'Brien to approve the Ambulance Personnel Policy Revision as presented. The motion passed unanimously.

## **9.24 Bunker Gear Quote**

**A MOTION** was made by Councilor Vork and seconded by Councilor Gustafson to approve the quote for the purchase of Bunker Gear. The motion passed unanimously.

## **9.25 Small Cities Assistance Money**

Clerk Conway informed the Council that the City will be receiving \$6,926.00 less than anticipated due to the merger.

## **9.26 Fee Schedule Addition (Meter Replacement)**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Rodd to approve the following additions to the fee schedule for 5/8" meter replacement: Meter Body - \$100.00 plus labor; Meter Body and Radio - \$200.00 plus labor; New Construction - \$200.00. The motion passed unanimously.

## **9.27 Engineer Estimates**

**A MOTION** was made by Councilor Vork and seconded by Councilor Rodd to approve the quote of \$2,812.00 for the Capital Improvement Plan. The motion passed unanimously.

## **9.28 Cemetery**

**A MOTION** was made by Councilor Rodd and seconded by Councilor Gustafson to approve the quote of \$5,000 from Northern Bedrock to perform additional restoration at the cemetery. The motion passed unanimously.

Logging of Section Five (5) of the Cemetery was tabled until the May Council Meeting.

## **9.29 Four Seasons**

Mayor Bureau updated the Council on an accident which happened during baseball practice at the Four Season Event Center and that an insurance claim may be filed.

### 9.30 Erin Berg

Derek and Erin Berg were present to ask the Council to amend Ordinance 171 to allow rabbits within the city. Issue was tabled until more information could be obtained.

### 9.31 Red Truck

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to proceed with the \$2,000.00 quote from Inline Automotive to replace the transmission in the red plow truck . The motion passed unanimously.

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 City Clerk Report

The month of March started with water billing and ended with water billing with much activity in between. Research was done on the 2000 assessments for the County, meetings were held with AFLAC, Jen from Wipfli, G& K Services and Ameri-Pride. G&K was chosen to provide rugs for the City. Derek and I have been working on getting banners order with the new Logo and hope to have this finalized soon. I attended the Minnesota Clerks and Finance Officers (MCFOA) during the month and came away with very useful information. Michelle and I painted the kitchen cabinets and have been trying to spend any free time getting ready for the move upstairs which is scheduled to happen at the end of the month.

**I will be out of the office from May 2<sup>nd</sup> – May 6<sup>th</sup> to attend Clerk School.**

### 10.02 Fire Department Report

We held our annual training last Saturday April 9<sup>th</sup>, which is an all-day training where the members cover the city policies and in the afternoon fire skills station are set up for the groups to go through. We are blessed to have such a devoted bunch to dedicate a Saturday to our department. In March we had Steve Schmidt resign as Captain on the Fire Department as well as Dwyer Johnson resigned as the 2nd Assistant Chief. Both members will continue to stay on the Fire Department and help out where they can. We have about half of our EMT class taking the National Registry of EMT's test in the next couple weeks. Two of the students have already passed and began their orientation with the department last Saturday. The fire department purchased rescue struts that will be used for car accidents, after demoing several models a decision was made on the brand. The fire department was awarded a grant from Enbridge in the amount of \$2,000. This money will be put towards the purchase of new fire helmets. Additional funds are being requested from the MN DNR in the form of a 50/50 matching grant. As of today we have responded to 193 incidents which puts us on track to have another busy year like last year. We are hoping for some sun so things can green up a bit and we hopefully don't have too many grass fires this year. Thank you as always for all of your support and we hope you all have a wonderful spring!

### 10.03 Public Works Report

#### Activities from March

- |                               |                         |
|-------------------------------|-------------------------|
| - Water plant                 | - Office Work           |
| - Water Supply Plan           | - Repair Water trailer  |
| - Safety Meeting              | - Thomson Shed          |
| - Civic Center Repairs/Quotes | - Feasibility study WTP |
| - DNR Report                  | - ISD #93 Meetings      |
| - Power Outage                | - Blacktop Patch        |
| - School Water Testing        | - Red Truck repair      |
| - Clean up Garbage            | - New Garbage cans      |

#### Activities for April

- |                                |                         |
|--------------------------------|-------------------------|
| - Well Head Protection         | - Office work           |
| - Civic Center Repairs/updates | - Move upstairs         |
| - Water Supply Plan            | - CIP Plan              |
| - Personnel policy             | - GIS                   |
| - Safety Meeting County        | - Water sampling        |
| - Start Cemetery Clean up      | - Flags, Banners        |
| - Playground Inspection        | - Sump Pump inspections |

#### Note

Radar signs – Waiting for County to move sign posts in Thomson then will install, it's ready to go. County Road 1 sign, waiting for it to come back from repairs

Looking to get Pavilion, Kiosk, and welcome sign getting stained

Drinking fountain install will happen in the spring  
Carlton Clean-up will be in the beginning of May. Date undetermined due to weather.  
Derek – Eye Surgery gone 20-22

#### **10.04 Library Director Report**

- 373 patrons visited in March (open 89 hours)
- City Council meeting
- Purchase crafts for Summer Reading Program
- Weeded books that have not been checked out in over 10 years
- Attended Twin Lakes Township Annual Meeting
- Submitted current statistics to Cloquet Library for Blandin Grant
- Prepped for April Contests
- Boxing up and moving items from back office to City Hall
- Set up Basket Raffle with the Friend's Group. Our drawing will be May 14, 2016 at noon.

Patron visits are up from last year. In 2015 we had 904 patron visits in the first three months of the year. This year we are at 1,010. That is 106 more patrons. Some of this was due to Cloquet Library not carrying tax forms.

#### **10.05 Council Member Report**

#### **10.06 Mayor Report.**

### **11.00 RECAP ACTION ITEMS**

### **12.00 UPCOMING MEETINGS**

Board of Appeals and Equalization – April 28, 2016 @ 10:00am  
Regular Council Meeting – May 10, 2016 @ 6:00pm

### **13.00 Adjournment**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to adjourn the meeting, the time being 9:42pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/ Treasurer