

**Carlton City Council**  
**MEETING MINUTES**  
**Tuesday, June 14, 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

*Others Present:* Tim Korby and Ashley Hammerbeck, Donohue; Aaron Hanson, Mikayla Kielty, Dale Lund

**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 Gustafson and seconded by Councilor Rodd to approve the agenda with the following addition: **9.22 Election Judges**. 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 May 10, 2016; Special Meetings May 9, 2016 and Special Meeting May 24, 2016

**5.02 Approval of Bills:** Exhibit A dated June 14, 2016 in the amount of \$100,332.32.

**5.03 Approval of Check Numbers** – 29448 – 2929565

**Voided Checks** – 29512, 29527, 29528, 29550, 29522, 29566

**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 Vork to approve the consent agenda as presented. The motion passed unanimously.

**6.00 Public Hearings**

**7.00 Petitions, Communications & Correspondence**

**7.01 Thank you from Minnesota Association of Small Cities**

**7.02 Donation Request from Carlton Daze 5K**

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to approve a donation amount of \$300.00 to the Carlton Daze 5K. The motion passed with Councilor Rodd abstaining.

**7.03 Donation Request from Inter-Faith Care Center Golf Scramble.**

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to approve a donation amount of \$100.00 for the Inter-Faith Care Center Golf Scramble. The motion passed unanimously.

**7.04 Donation Request from Girl Scout Troop 4225**

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to approve a donation amount of \$300.00 to Girl Scout Troop 4225. The motion passed with Councilor Rodd abstaining.

**8.00 Ordinances; Resolutions and Policies**

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Trail Extension**

The Department of Natural Resources (DNR) has approved the 94 Addendum submitted by the City Attorney.

**9.02 Joint Powers Board**

Tim Korby and Ashley Hammerbeck presented the Preliminary Engineering Report for the Water Treatment Plant and the Highway 210 Water Line Project.

**9.03 Civic Center**

The move is almost complete. The Library starting moving June 13, 2016. The roof repairs will begin the week of June 20, 2016

**UNFINISHED BUSINESS**

**9.04 Thomson Hall Sale**

**9.05 Green Cities**

Council directed staff to obtain the Resolution to become a Green City.

**9.06 Ordinance s**

Ordinance Meeting set for June 21, 2016 @ 6:00pm.

**9.07 337 North Avenue**

Staff directed to contact owner in regards to lawn mowing.

**9.08 30 Dalles Avenue**

**9.09 Cemetery Logging**

The entire section will not be logged as a portion of land near County Road 3 is a Wetland area.

### **9.10 City Sign Quotes**

A **MOTION** was made by Councilor Gustafson and seconded by Councilor Vork to approve the new quote provided by Superior Log Restoration in the amount of \$2,435.00 to clean, repair and refinish the Welcome to Carlton signs. The motion passed unanimously.

## **NEW BUSINESS**

### **9.12 Streetcar**

Mayor Bureau shared with the Council an email she received from the owners of the Streetcar in regards to brown water.

### **9.13 Dale Lund**

Mr. Lund was present to update the City Council about issues he is having with one of his rental units.

### **9.14 Third Base Bar – Volleyball Courts**

A **MOTION** was made by Councilor Rodd and seconded by Councilor Gustafson to allow Aaron Hanson, owner of the Third Base Bar to install a seconded volleyball court at McFarland Park. The motion passed unanimously.

### **9.15 Approval of Supplemental Liquor License for Carlton Daze**

A **MOTION** was made by Councilor Gustafson and seconded by Councilor Rodd to approve Supplemental Liquor Licenses for outdoor liquor sales for Third Base Bar and VFW Post 2962 during Carlton Daze. The motion passed unanimously.

### **9.16 Fire Department Generator**

A **MOTION** was made by Councilor Vork and seconded by Councilor O'Brien to approve the purchase of a generator by the Fire Department. The motion passed unanimously.

### **9.17 Public Alert – Softline Data**

A **MOTION** was made by Councilor O'Brien and seconded by Councilor Gustafson to approve the purchase of the Public Alert system from Softline Data. The motion passed unanimously.

### **9.18 Credit Card Payments**

### **9.19 Arrowhead ATV**

A **MOTION** was made by Councilor Rodd and seconded by Councilor Vork to send another letter to Arrowhead ATV in regards to capping the sewer and water lines, with the time line determined by City Staff. The motion passed unanimously.

### **9.20 Open House – Carlton Daze**

An Open House will be held during Carlton Daze on Friday July 29<sup>th</sup> from 9:00am to 2:00pm.

### **9.21 148 Vermillion Street**

### **9.22 Election Judges**

A **MOTION** was made by Councilor Gustafson and seconded by Councilor Vork to approve the following as election judges: Michelle Halling, Jodie Johnson, Larry Penk, Rosemary Tobin and Deanna Blue. The motion passed unanimously.

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 City Clerk Report

Activities completed in May

- ✓ Attended 1<sup>st</sup> Year of Clerk School
- ✓ Agenda Packet/Meeting Minutes
- ✓ Start putting Office back in order
- ✓ Attend closing on 88 4<sup>th</sup> St. N & 121 Vermillion
- ✓ Complete 1<sup>st</sup> ACH withdrawal
- ✓ Attend 4 Season's Board Meeting
- ✓ Submit Ambulance Runs
- ✓ Interest Allocation and Bank Reconciliation
- ✓ Ordinance Meeting & Updating of Ordinance Changes
- ✓ Go to Bank
- ✓ Process paper work for new Ambulance Employees
- ✓ Water Billing

City Offices are completely moved upstairs and all painting and flooring is now complete in the lower level. The Library is scheduled to start moving on June 18, 2016. It has been a long process but everything looks great!!

I may be off June 29 – July 1.

Carol Conway

Clerk/Treasurer

### 10.02 Fire Department Report

Mayor & City Council,

Hope everyone's summer is going well. We had a busy May as usual for this time of year. Our department held an open house on May 17th for National EMS week where we gave away hot dogs and showcased some of our EMS equipment. We invited all of the EMS providing agencies in the county including the hospital staff and general public. This was our first year holding the event so we didn't have a great turnout but hopefully if we decided to continue the event we can do some more advertising. The fire department completed some collaborative training with the Cloquet Fire Department on some hose management strategies that we hope to take a few aspects back to our own department. The Carlton, Wrenshall, and Esko fire departments held a pig roast in Wrenshall for the three departments to network and celebrate all of our collaborative work throughout the year. We held a large EMT orientation session over two nights in May for all of our newly hired staff that have completed the EMT class thus far. EMS staff helped at the Carlton Bike Rodeo sizing and handing out free helmets to children that didn't have one. We submitted a 50/50 matching grant to the MN DNR to further fund our helmet purchase later this year. We completed the application process for the new Ambulance Manager in which we received three applications. Interviews with those three individuals will take place later in June. We hope everyone enjoys the start to summer and as always thank you for your continued support!

*Dane Johnson*

*Fire Chief*

*Carlton Fire & Ambulance*

*office (218) 384-4158*

## 10.03 Public Works Report

- Office Work
- Water Supply Plan
- Safety Meeting
- Civic Center Repairs/Quotes
- Flags, Banners, flowers
- Drinking Fountain Install
- DNR/MNDOT Meeting
- Sunrise Water Valve
- Shed installed Cemetery

### Activities from May

- City Hall Repair
- Cemetery Mow – Memorial Day
- Carlton Clean up
- Feasibility study WTP
- Move upstairs
- Paint Crosswalks
- Paint Curbs
- Mow
- Clear cutting Cemetery, wetland

- Well Head Protection
- Civic Center Repairs/updates
- Water Supply Plan
- Personnel policy
- Water sampling
- Sump Pump inspections
- Fiber Library
- Generator from Twin Lakes

### Activities for June

- Office work
- Black Dirt Spread
- CIP Plan
- GIS
- Mow
- Sump Pump connections 2<sup>nd</sup> st.
- Remove sewer meter
- Clean basin 4

### Note

Radar signs –Thomson Installed. County Road 1 sign installed  
Derek off – 6/16, 6/17 and 6/24

## 10.04 Library Director Report

- o 453 patrons visited in May (open 84 hours)
- o City Council meeting
- o Weeded books that have not been checked out in over 10 years
- o Boxing up and moving items from back office to City Hall
- o April contests - judges and prizes awarded
- o Board Meeting
- o FOL Meeting
- o Movie Matinee - Norm of the North - 3 adults, 3 children
- o Contact ALS, NESC regarding move
- o Schedule for volunteers/advertising
- o Summer Reading flyers delivered to schools
- o April contests judges & prizes awarded
- o Talk to county re: STS help with move
- o Bookmark to printer
- o FOL drawing/ call winners
- o Upgrade to new Horizon operating system
- o Order new shelves for NF

I have been getting ready for the move and for the Summer Reading Program. I have a small group of volunteers ready for the move. STS will be helping as available. We are still looking for a closed trailer for moving items.

The Friends group are purchasing new shelves for our new location. They should be here soon. Activities will be at the Civic Center starting in June.

Jodie Johnson  
Library Director

**10.05 Council Member Report**

Councilor Vork question what could be done about the condition of the East bound road at the Highway 210 Bridge. Public Works Superintendent Wolf will contact Minnesota Department of Transportation (MN Dot).

Councilor Rodd had an updated schedule for Carlton Daze.

**10.06 Mayor Report**

**11.00 RECAP ACTION ITEMS**

**12.00 UPCOMING MEETINGS**

Retirement party for Marci Moreland – June 29, 2016 from 2:00pm – 4:00pm

Regular Council Meeting – July 12, 2016 @ 6:00pm

Office Closed – Monday July 4th

**13.00 Adjournment**

**A MOTION** was made by Councilor Rodd and seconded by Councilor Gustafson to adjourn the meeting, the time being 8:57 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/ Treasurer