

**Carlton City Council
Meeting Minutes
Wednesday February 8, 2017**

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; Councilors L. Theisen; A. Gustafson, H. MacDonald, R. Jorgenson

Council Absent: None

Staff Present: Clerk/ Treasurer C Conway; Public Works Superintendent, D Wolf; *Librarian, J. Johnson; City Engineer, Tom DesMarais*

Others Present: Paul Vernon, Tim Soden-Groves, Eric Senarighi, Aaron Vigliatero

3.00 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 Theisen to approve the Agenda with the following additions: 5.02 Carlton County ATV Riders, remove 1.01 Oath of Office. The motion passed unanimously.

4.00 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.*

4.01 Approval of the Minutes: Regular Meeting, January 11, 2017

4.02 Approval of Bills: Exhibit A dated February 8, 2017 in the amount of \$80,786.51.

4.03 Approval of Check Numbers – 30433 -30503

4.04 Review and Approval of Petty Cash

4.05 Charitable Gambling Report

4.06 Frandsen Bank and Trust Credit Card Statement

4.07 Status of City Funds

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Consent Agenda with the following changes: update 9.14 on the January 11, 2017 meeting minutes to include the verbiage the City Council is committed to replacing the utilities underneath County Road 1 within the next five (5) to seven (7) years since Carlton County is willing to hold off on repairing the road until that time; correct the exhibit to show wages for Mark Remington @ \$8.00/hr. The motion passed unanimously.

5.00 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

5.01 Northland Engineers – Tom DesMarais

Mr. DesMarais was present to introduce himself to the new City Council Members. Councilor Gustafson questioned Mr. DesMarais about lining the manholes on 6th Street. Mr. DesMarais and Public Works Superintendent explained lining the manhole is not a good financial option as it does not solve the problem of the water line running through the manhole. The 6th Street Water and Sewer Utilities are listed as the third (3rd) project on the Capital Improvement Plan and will need to be replaced sometime in the near future.

5.02 Carlton County ATV Riders

Eric Senarighi and Aaron Vigliaturo were present to inform the Council that the Carlton County ATV Riders Group has been formed and they are holding meetings at the VFW in Carlton. Their focus will be youth training and to maintain trails in the area.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Minnesota Power Notice of and Order for Hearing in Minnesota Power's Rate Review

7.02 Carlton Community News Sponsorship

A Motion was made Councilor Theisen and seconded by Councilor Jorgenson to approve a donation of \$1,000.00 to Carlton Community News from the Charitable Gambling fund. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2017-05 Resolution for the 2017 Carlton County Score Grant

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve the 2017 Carlton County Score Grant. The motion passed unanimously.

8.02 Resolution 2017-06 Accepting Grants and Donation to the City

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to approve a \$25.00 donation to the Carlton Area Public Library. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

The next step is interim financing and project design. Mr. Soden-Groves voiced his concerns about paying for the interim financing if Grant money would not come through. Interim financing is needed to get project design done so the project is “shovel ready” when grant money is available.

UNFINISHED BUSINESS

9.02 Thomson Hall Sale

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to repay the Ambulance Fund each year in February and August. The motion passed unanimously.

9.03 30 Dalles Avenue

Council directed Clerk Conway to contact the City Attorney to start the steps for condemnation.

9.04 Future Funding Options

Councilor Gustafson would like Clerk Conway to review roof solar options.

9.05 Cable Commission Representative

An ad will be placed in the Carlton Community News.

9.06 Comprehensive Plan Review

9.07 North Avenue Trail

The survey has been completed and the City does not have any additional right of way beyond the existing blacktop. Councilor Gustafson will revise the grant for signage and striping.

9.08 VDW T.I.F.

9.09 2017 Fee Schedule – Cemetery, Water/Sewer Rates and Fine Schedule

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to raise the cremation burial price to \$400.00, after hours (after 4pm) and weekend burials will be an additional \$75.00 and cremation winter burials \$600.00 or actual costs, whichever is greater. The motion passed unanimously.

A Motion was made Councilor Jorgenson and seconded by Councilor Gustafson to raise water rates 2% and sewer rates 3%. The motion passed unanimously.

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to have the fine schedule state “as allowed by State Statute.” The motion passed unanimously.

9.10 Flood Plain Ordinance

The former Thomson floodplain map should stay the same as the 1977 map and the City of Carlton should add the section of land north of Inter Faith Care Center. Clerk Conway will contact the Department of Natural Resources (DNR) to have them prepare a Flood Plain Ordinance.

NEW BUSINESS

9.11 Paul Vernon – Reopen Conditional Use Permit Request

Mr. Vernon would like to reopen his request for a Conditional Use Permit for his property located behind Interfaith Care Center. He would like to build storage buildings on the site, which would be secured by fencing. Mr. Vernon explained that it is cost prohibitive to bring water and sewer to that location due to the slate rock. Councilor Jorgenson and Councilor MacDonald would like to see documentation supporting the water/sewer issue and would like pictures of storage units, fencing and landscaping. Councilor Theisen questioned what information was received from neighboring properties.

9.12 Wildland Fire Truck Bid Approval – Midwest Fire @ \$108,103.00

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to accept the bid for the Wildland Fire Truck in the amount of \$108,103.00. The motion passed unanimously.

9.13 Approval of Fire Department Officers and Captains

A Motion was made by Councilor Theisen and seconded by Councilor MacDonald to approve the recommendations of the Fire Department Member for the following: Chief-Derek Wolf; 1st Chief – Lee Schelonka; 2nd Chief – Nick Schatz; Captains: Hannah Franck, Brent Bodie and Steve Schmidt.

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve Brent Bodie as Fire Relief Treasurer. The motion passed unanimously.

9.14 Fire Relief Representative

Councilor Theisen volunteered to be the second (2nd) Fire Relief Representative for the City of Carlton.

9.15 Third (3rd) and Fourth (4th) Quarter Ambulance Write-Off Corrections

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to correct the 2016 3rd and 4th quarter Ambulance write-offs as follows: 3rd Quarter \$165,352.59, 4th quarter \$ 146,256.04. The motion passed unanimously.

9.16 Western Lake Superior Sanitary District (WLSSD) – Inflow & Infiltration (I&I) Plan

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the I&I plan as submitted. The motion passed unanimously.

Discussion was also held on the new WLSSD Ordinance being written. The Ordinance may require lateral sewer inspections when a home is sold and if the sewer is found defective the homeowner would be required to repair it. This could result in a significant cost to the homeowner. Northland Engineers will represent the City and state the Cities concerns to WLSSD.

9.17 911 Address Changes

Council members expressed support of the 911 address changes and directed Clerk Conway to proceed with the process of readdressing properties located within City limits.

9.18 National Wild Turkey Federation (NWTF) Carlton County Cutters Chapter LG220 Application

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve the LG220 Gambling Application submitted by NWTF. The motion passed unanimously.

9.19 The Greenhouse – Summer Planter and Hanging Baskets

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to order three (3) sidewalk planters and one (1) hanging basket for the 2017 City flowers. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

2017 has begun like 2016 ended. Very Busy. Below are some of the items worked on in January.

- ✓ Wrap up of 2015
- ✓ Snow removal postcards sent out to all along Chestnut Avenue
- ✓ Agenda Packets and Meeting Minutes
- ✓ Submitted Pay Equity
- ✓ Submitted Score Grant Application
- ✓ DNR Flood Plain Ordinance
- ✓ Worked with County on 911 Address Changes
- ✓ Audit Prep and Annual Audit
- ✓ Met with WLSSD
- ✓ Prepared W-2 and 1099
- ✓ Submitted Ambulance Runs for billing
- ✓ Council email
- ✓ Gather information for upcoming Council Meeting

10.02 Fire Chief Report

New officers

New treasurer

New Trustee

Working on 2016 Fire Relief audit

Working on giving specific duties for officers

Cleaning and reorganizing office and fire hall

602 repairs – New water level gauge & working on adding more emergency lighting

Call by Type – 2016

Medical: 577

False Alarm: 20

Hazardous Condition: 25

Rescue: 11

Vehicle Accident w/out extrication: 39

Call by Jurisdiction - 2016

City of Carlton: 201

City of Cloquet: 10

City of Cromwell: 2

City of Moose Lake: 6

City of Scanlon: 2

Vehicle Extrication: 7
Vehicle Fire: 4
Vegetation Fire: 6
Working Structure Fire: 5
Service: 2
Transport: 4
Other: 2
Total # of Runs: 702

City of Wrenshall: 36
Atkinson Township: 12
Blackhoof Township: 26
Clear Creek Township: 1
Eagle Township: 2
Mahtowa Township: 8
Perch Lake Township: 4
Red Clover Township: 1
Sawyer Township: 62
Silverbrook Township: 17
Thomson Township: 10
Twin Lake Township: 289
Wrenshall Township: 13
Total # of Runs: 702

Call Volume 2017

Call by Type

Medical: 60
False Alarm: 2
Hazardous Condition: 3
Rescue: 1
Vehicle Accident w/o extrication: 5
Vehicle Extrication: 3
Working Structure Fire: 1
Transport: 3
Total # of Runs: 78 (as of 1/31/17)

10.03 Public Works Report

- 94 truck repair at Cummings (lots)
- Office work
- WLSSD Meeting on I&I plan 1-23-17
- I & I Plan
- Public Hearing New WTP & H2O Line 1-19-17
- Worked with Donohue on school property and prep for meetings
- Verifying building locations and working with School
- Land appraisals
- Full Burial at Cemetery
- Move snow
- Locates for Fiber optic
- City Hall Fire Escape Repair
- Water Sample
- DNR Water usage plan
- George's replacement
- County Scape Roads with grander

10.04 Library Director Report

- 300 patrons visited in January (open 76 hours)
- Council Meeting
- Continue with Inventory
- Summer Reading Program activities
- Working on wish list of possible items for FOL to purchase
- Began pricing new printers
- Scheduled school visit for end of February
- Filed 990n

- Plan for March movies(teens)
- FOL meeting
- Review Strategic Plan
- Review By-laws

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

City Council will send a letter about snow removal.

12.00 UPCOMING MEETINGS AND EVENTS

Joint Powers Board –February 9, 2017 @ 6:00pm

Winterfest and Fireman’s Bingo – Saturday, February 11, 2017

City Council Meeting – Wednesday, March 8, 2017

Board of Appeal and Equalization Meeting – Tuesday, April 25, 2017 @ 10:00am

13.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to adjourn the meeting, the time being 8:43 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer