

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

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

Mayor Bureau called the meeting to order, the time being 6:01 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

*Others Present:* Ashley Hammerbeck, Donohue and Associates, Andrew Kozelouzek, Andy Gladen, Dennis Kwapick, Timothy Soden-Groves, Aaron Lehot, Abrianna Schmidt, Megan Matarelli, Tory Cawcutt, Christopher Virta, Shirley Fahrenholz, Marty Torgerson (DNR), Jennifer Smith, Wipfli

**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: 7.02 Town of Thomson Communication, 8.04 Resolution 2017-10, 9.19 LG220 Carlton County Chapter of MN Deer Hunters Association . 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, February 8, 2017

**4.02 Approval of Bills:** Exhibit A dated March 8, 2017 in the amount of \$95,124.84.

**4.03** Approval of Check Numbers – 30504 -30592

**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 Gustafson to approve the Consent Agenda with the following changes: 9.13 Change Captain to Chief, Exhibit A remove Tall Pines Liquor in the amount of \$119.84 which would change the exhibit A total to \$95,005.00 . 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 Girl Scouts

Abrianna Schmidt and Megan Matarelli were present to observe and ask the City Council questions about the meeting process in order to earn a badge.

## 6.00 Public Hearings/Planning Commission Meeting

## 7.00 Petitions, Communications & Correspondence

### 7.01 Retirement Party for Mike Tardy

### 7.02 Town of Thomson

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the boundary adjustment at Jay Cooke State Park. All of Jay Cooke State Park in Carlton County, that is north of the Saint Louis River, is within the boundaries of Thomson Township. The motion passed unanimously.

## 8.00 Ordinances; Resolutions and Policies

### 8.01 Resolution 2017-07 Resolution Establishing Burial Plot Fees, Opening and Closing Fees for Full and Cremation Burials

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve Resolution 2017-07 Establishing Burial Plot Fees and Opening and Closing Fees for Full and Cremation Burials. The motion passed unanimously.

#### ROLL CALL

L. Theisen	Aye
R. Jorgenson	Aye
H. MacDonald	Aye
A. Gustafson	Aye
K. Bureau	Aye

### 8.02 Resolution 2017-08 Resolution Calling for a Public Hearing on a Project by Carlton Amateur Hockey Association – Four Season Recreation Area Under Minnesota Statutes, Chapter 469.

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve Resolution 2017-08 Resolution Calling for a Public Hearing on a Project by Carlton Amateur Hockey Association – Four Season recreation Area under Minnesota Statutes, Chapter 469. The motion passed unanimously.

#### ROLL CALL

L. Theisen	Aye
R. Jorgenson	Aye
H. MacDonald	Aye
A. Gustafson	Aye
K. Bureau	Aye

### **8.03 Resolution 2017-09 Accepting Grants and Donation to the City**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to approve Resolution 2017-09 accepting donations in the amount of \$1,125.00 to the Carlton Area Public Library. The motion passed unanimously.

#### **ROLL CALL**

L. Theisen	Aye
R. Jorgenson	Aye
H. MacDonald	Aye
A. Gustafson	Aye
K. Bureau	Aye

### **8.04 Resolution 2017-10 Resolution Approving Two Engineering Service Agreements Between the Carlton-Twin Lake Joint Water Board and Donohue & Associates, Inc. for Construction of a New Water Treatment Plant and for Construction of a New Well and Water Distribution System Improvements**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Theisen to approve Resolution 2017-10 Approving Two Engineering Service Agreements between the Carlton-Twin Lake Joint Water Board and Donohue & Associates, Inc. for Construction of a New Water Treatment Plant and for Construction of a New Well and Water Distribution System Improvements. The motion passed unanimously.

#### **ROLL CALL**

L. Theisen	Aye
R. Jorgenson	Aye
H. MacDonald	Aye
A. Gustafson	Aye
K. Bureau	Aye

## **9.00 General Business**

### **PROJECT UPDATES**

#### **9.01 Joint Powers Board (JPB)**

Ashley Hammerbeck (Donohue & Associates) was present to answer any questions the Council had about the Water Treatment Plant/Water Line Expansion project.

### **UNFINISHED BUSINESS**

#### **9.02 Thomson Hall Sale**

**Set new Selling Price - No new price set.**

#### **9.03 30 Dalles Avenue**

Updated letter was sent to homeowner with new City Code.

#### **9.04 Future Funding Options**

Council directed Clerk Conway to contact Innovative Power Systems (IPS) to set up a free consultation.

#### **9.05 Cable Commission Representative**

An ad will be in the next issue of the Carlton Community News.

**9.06 Comprehensive Plan Review**

**9.07 VDW T.I.F.**

**9.08 Flood Plain Ordinance**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to approve the Flood Plain Ordinance prepared by the Department of Natural Resources (DNR) with the following deletions: Section 5.33, 5.37, 5.43 (f), delete 2<sup>nd</sup> sentence in 6.1

**9.09 Paul Vernon Conditional Use Permit (CUP).**

**9.10 WLSSD Inflow and Infiltration (I&I) Proposed Ordinance**

Mayor Bureau and Clerk Conway will attend the Public Hearing on Wednesday, March 22<sup>nd</sup>

**NEW BUSINESS**

**9.11 Andrew Kozelouzek – DNR Grants-In-Aid (GIA)**

Marty Torgerson and member of the Duluth Off-road Association were present to give information about an off road vehicle rock climbing trail being proposed off of Highway 45. The trail would be similar to the Mesabi Mountain Trail in Gilbert, MN. Councilor Gustafson and Councilor Jorgenson stated their concerns about the effect on the environment.

**9.12 Wipfli – 2016 Audit Presentation**

Jennifer Smith was present to present the 2016 Audit results

**9.13 Carlton Area Development Corporation (CADC)**

**A Motion** was made by Councilor Theisen and seconded by Councilor MacDonald to rescind the \$2,000.00 Charitable Gambling donation made to the CADC as the organization is not a 501(c)3 organization. The motion passed with Councilor Gustafson voting Nay.

**ROLL CALL**

L. Theisen	Aye
R. Jorgenson	Aye
H. MacDonald	Aye
A. Gustafson	Nay
K. Bureau	Aye

**9.14 Mayor Volunteer Proclamation**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the Mayor Volunteer Proclamation for Mayors Day of Recognition. The motion passed unanimously.

**9.15 Score Grant and Coastal Grant Information**

**9.16 LG230 Eagles Aerie 1163**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to approve the LG230 presented by Eagles Aerie 1163. The motion passed unanimously.

### **9.17 LG220 Wrenshall Area SnoSharks Snowmobile Club**

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve the LG220 presented by Wrenshall Area SnoSharks Snowmobile Club. The motion passed unanimously.

### **9.18 Strengthening Rural Communities Program.**

Council directed Clerk Conway to apply for the Minnesota Housing Partnership Program

### **9.19 LG220 Carlton County Chapter of MN Deer Hunters Association (4/30/2017 & 8/20/2017)**

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to approve the LG220 presented by Carlton County Chapter of MN Deer Hunters Association for dates April 30,2017 and September 20, 2017. The motion passed unanimously.

## **10.00 Staff and Committee Reports & Recommendations**

### **10.01 City Clerk Report**

#### **Activities completed in February**

- ✓ Cemetery Locate
- ✓ 911 Re-addressing – Sent letters to all residents and business affected
- ✓ Agenda Packets and Meeting Minutes
- ✓ Pera Exclusion Report
- ✓ Meet with Frandsen & Woodland Banks for Interim Financing
- ✓ Assist with Fire Department Pet Policy
- ✓ Go through Maps
- ✓ Website Updates
- ✓ Create Chicken Application
- ✓ LG510 Charitable Gambling Report to State
- ✓ Submitted Ambulance Runs for billing
- ✓ Send out letter for Paid on Call Ambulance Support
- ✓ Review Full Time Maintenance Applications
- ✓ Prepare for Full Time Maintenance Interviews
- ✓ Easement Search at County for 30 Dalles Avenue

March 14<sup>th</sup> – 17<sup>th</sup> – I will be at the Clerk's Conference.

### **10.02 Fire Chief Report**

Bingo 2017 – HUGE SUCCESS!! – So many people really show the support we have in the community!

Working on 2016 Fire Relief audit

Specific duties for officers

Cleaning and reorganizing office and fire hall

2 members in Fire I & II certification in Esko  
2 members in Fire I & II certification in Cromwell  
5 members just finished 32 hour basic and advanced Search and Rescue Training  
Working on recovering for EMT class on people who did not finish  
Updating Facebook and Website  
Auto Aid with Esko for Jay Cooke  
Pineview Apartment alarm system update  
SOG updating (Standard Operating Guidelines)  
Pet Policy  
Social Media policy review

## **Call Volume for 2017**

### Call by Type

Medical: 103	Vehicle Extrication: 6
False Alarm: 6	Vegetation Fires: 0
Hazardous Conditions: 4	Working Structure Fire: 2
Rescue: 2	Service Call: 0
Vehicle Accident w/out Extrication: 5	Transport: 3
	<b>Total # of Runs: 131</b>

## **10.03 Public Works Report**

- 94 truck repair at Cummins
  - We have been having major issues with our dump truck. Lots of repair to keep a belt on the truck...bill is exceeding \$3000 just at Cummins
  - The truck is becoming not reliable
  - 23 year old truck is what we are relying on to keep residents safe
  - Need to start working towards new truck this year.
  - We need 2 trucks in the city 1 primary and 1 emergency.
- Office work
- 2001 truck repair new tensioner and belt
- 2007 truck repair new brakes & tool box
- 1997 truck repair new fan motor
- Worked with Donohue on school property and prep for meetings
- Verifying building locations and working with School
- Land appraisal
- Move snow
- Water Sample
- Front Railing repair
- Tree removal 716 2<sup>nd</sup> street & City Hall
- George's replacement
- Water Conference
- Reviewed sewer lines from 2016 televising. We have identified areas in South Terrace that need repair. Hope to have a lining project in 2020 to finish the rest of the sewer line out there along with manholes.

## **10.04 Library Director Report**

- 577 patrons in February (open 75 hours)
- Council Meeting
- Summer Reading Program activities
- Working on wish list of possible items for FOL to purchase
- School visit February 27 for I Love to Read month (1<sup>st</sup> time)

- Advertises for March movies(teens & family)
- Attended CLAS mtg &Summer Reading Kick Off in Mountain Iron
- Bake sale & book give-away for Winterfest
- Love your Library mailing
- Added & covered donated books
- Review By-laws

**10.05 Council Member Report**

**10.06 Mayor Report**

**10.07 Building Official – see attached**

**11.00 RECAP ACTION ITEMS**

**12.00 UPCOMING MEETINGS AND EVENTS**

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

Mayors Day of Recognition – April 4, 2017

City Council Meeting – Wednesday, April 12, 2017 @ 6:00pm

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

**13.00 Adjournment**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to adjourn the meeting, the time being 8:39 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/ Treasurer

February 4, 2017

MEMO

TO: Mayor & City Council – City of Carlton  
FROM: William J. Schlenvogt – Building Official  
RE: Annual Report for 2016

Following are general statistics for building and construction activity in the City of Carlton for the year 2016:

<u>Type of Work</u>	<u>No. of Permits</u>	<u>Dollar Value</u>
New Houses	0	0
Apartment Buildings	0	0
New Commercial	1	\$ 4,100
Residential Rehabilitation	37	\$ 211,558
Commercial Rehabilitation	9	\$ 775,539
Garages	0	\$ 0
Other Buildings	3	\$ 8,000
Demolition	0	0
Other	4	\$ 9,637
Total	54	\$1,008,834

In addition, a total of 36 inspections of various types were performed during 2016. Inspections were performed when contacted by permit holders at the time the relevant work was ready. Notification for an inspection is the responsibility of the permit holder.

I trust this information will be of use to you. Please contact me if there are any questions or concerns regarding any of it.

Respectfully Submitted,

William J. Schlenvogt  
Building Official