

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday April 12, 2017**

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

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

**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:* Aaron Lehto; Milt Hagen, Carlton County Transportation; Chris Virta, Fryberger Law Firm; Diane Soden-Groves; Timothy Soden-Groves

**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: 9.23 Third Base Lighted Sign, 9.24 Chemstar. 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, March 8, 2017

**4.02** Approval of Bills: Exhibit A dated April 12, 2017 in the amount of \$143,660.67.

**4.03** Approval of Check Numbers – 30593 -30711

**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 Jorgenson and seconded by Councilor MacDonald to approve the Consent Agenda as presented. 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*

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to suspend the Regular Meeting and open the Public Hearing. The motion passed unanimously.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Gustafson to open the Public Hearing, the time being 6:06pm. The motion passed unanimously.

**6.00 Public Hearings/Planning Commission Meeting**

**6.01 Carlton Amateur Hockey Association Revenue Note**

No Public comments were made.

**A Motion** was made by Councilor Theisen and seconded by Councilor MacDonald to close the Public Hearing and reopen the Regular Meeting, the time being 6:11pm. The motion passed unanimously.

**7.00 Petitions, Communications & Correspondence**

**7.01 Carlton County Zoning and Environmental Services**

**7.02 Senator Tony Lourey**

**7.03 Carlton Public Schools – Transportation Night Fundraiser**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to donate \$200.00 from the Charitable Gambling to Carlton Public Schools for the Transportation Night Fundraiser. The motion passed unanimously.

**8.00 Ordinances; Resolutions and Policies**

**8.01 2017-14 Resolution Approving the Issuance and Sale of a Revenue Note, Series 2017  
(Carlton Amateur Hockey Association – Four Seasons Recreation Area)**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve Resolution 2017-14 Resolution Approving the Issuance and Sale of a Revenue Note, Series 2017 (Carlton Amateur Hockey Association – Four Seasons Recreation Area). The motion passed unanimously.

**ROLL CALL**

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

**8.02 2017-15 Resolution Accepting Grants and Donations to the City**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve 2017-15 Resolution Accepting Grants and Donations to the City. The motion passed unanimously.

**ROLL CALL**

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

**8.03 2017-16 Resolution for State Aid for Local Transportation – Approving County Project  
Within Municipal Corporate Limits**

Milt Hagen provided information to the City Council on the County 1 Road repair project taking place this summer. Pedestrian activated flashing sign will be installed at the intersection of County Road 1 and County Road 3.

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to approve Resolution 2017-16 Resolution for State Aid for Local Transportation – Approving County Project Within Municipal Corporate Limits. The motion passed unanimously.

**ROLL CALL**

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

**8.04 2017-17 Resolution Providing for the Issuance, Sale and Delivery of a \$556,250  
General Obligation Temporary Water Revenue Note, Series 2017A**

**A Motion** was made by Councilor Theisen and seconded by Councilor MacDonald to approve Resolution 2017-17 Resolution Providing for the Issuance, Sale and Delivery of a \$556,250 General Obligation Temporary Water Revenue Note, Series 2017A. The motion passed unanimously.

**ROLL CALL**

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

**8.05 2017-18 Resolution Recognizing National Pregnancy and Infant Loss Awareness Day**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve Resolution 2017-18 Resolution Recognizing National Pregnancy and Infant Loss Awareness Day. 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)

-Land agreement with Carlton School District

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve the purchase of nine (9) parcels (15-290-1120, 15-290-1080, 15-290-1100, 15-290-0500, 15-290-0520, 15-290-0340, 15-290-0360, and 15-290-0380) of property for \$35,000. The property is the best location for a possible new water treatment plant. The motion passed unanimously

### UNFINISHED BUSINESS

#### 9.02 Thomson Hall Sale

#### 9.03 30 Dalles Avenue

#### 9.04 Future Funding Options

#### 9.05 Cable Commission Representative

#### 9.06 Comprehensive Plan Review

Councilor Gustafson will choose a couple of items to review at the May Regular Council Meeting.

#### 9.07 VDW T.I.F.

#### 9.08 Flood Plain Ordinance

#### 9.09 Paul Vernon Conditional Use Permit (CUP)

Mr. Vernon requested this be tabled until May 10, 2017

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

#### 9.11 Score Grant & Coastal Grant Information

Coastal Grant application was withdrawn. The City will reapply next year.

### NEW BUSINESS

#### 9.12 LG2200 Gambling Permit – Carlton Amateur Hockey Association

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to approve the LG2200 Gambling Permit submitted by the Carlton Amateur Hockey Association. The motion passed unanimously.

#### 9.13 LG220 Gambling Permit – Carlton County Riders

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the LG220 Gambling Permit submitted by the Carlton County Riders. The motion passed unanimously.

#### **9.14 Thomson Hall Rental**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to change the rental rate to \$20.00 per hour for all renters. The motion passed unanimously.

#### **9.15 Credit Card Limit Increase – Derek Wolf**

**A Motion** was made by Councilor Theisen and seconded by Councilor MacDonald to increase the credit card limit to \$5,000.00 for Derek Wolf. The motion passed unanimously.

#### **9.16 New Full Time Maintenance Employee – Jonah Smith**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to hire Jonah Smith as Full Time Maintenance. The motion passed unanimously.

#### **9.17 Retirement/Sick Pay – George Verkovich**

A Special Meeting will be held before George Verkovich retirement on May 28, 2017 to make a decision on sick pay payout.

#### **9.18 Cemetery Markers – Rich Bryant**

#### **9.19 Approve Chicken and Peddler Application**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Theisen to approve the Chicken Application with a fee of \$10.00 per year. The motion passed unanimously.

The Peddler Application was tabled until the May 10, 2017 Meeting.

#### **9.20 Set Fee for Chicken and Peddler License, Preliminary Plat**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to set the Preliminary Plat fee at \$50.00. The motion passed unanimously.

#### **9.21 Review Staff Benefit Accumulation**

Clerk Conway is going to work on reducing vacation and comp hours by taking of Thursdays as permitted.

#### **9.22 Move Driveway – 96 4<sup>th</sup> St**

Fire and Ambulance would like to move the driveway for 96 – Fourth (4<sup>th</sup>) Street to come out on Railroad Street instead of on Fourth (4<sup>th</sup>) Street. This would allow for future expansion without a driveway between two (2) buildings.

#### **9.23 Third Base Bar – Electric Sign**

Council directed Clerk Conway to send a letter to Third Base Bar requiring them to disconnect the lighted sign from the outlet on located on the City of Carlton monument.

#### **9.24 Chemstar**

Public Wolf Superintendent will contact Chemstar and inquire about the business capital improvement plan, specifically the plant stacks.

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 City Clerk Report

#### Activities completed in March

- ✓ Full time maintenance interviews
- ✓ Meet with Cynthia Poyhonen on Coastal/Score Grants
- ✓ Changed 911 addresses in UBMax
- ✓ Agenda Packets and Meeting Minutes
- ✓ Letters to those not interviewed for maintenance position
- ✓ Letters to those interviewed and not hired for maintenance position
- ✓ Research on VDW T.I.F.
- ✓ Attended Clerk Conference
- ✓ Attended a MN Department of Revenue Unemployment Training
- ✓ Complete Census Survey
- ✓ Submitted Ambulance Runs for billing
- ✓ Water billing
- ✓ Disconnect letters and leak letters
- ✓ Completed LMC Salary Survey
- ✓ Updated Receipt book
- ✓ Mayor's Day of Recognition Invite

Office will be close ½ day on April 14, 2017 (Good Friday)

May 1-5, 2017 – Attending 2<sup>nd</sup> Year Clerk School.

Carol Conway

### 10.02 Fire Chief Report

Work day at the fire hall on 4-1-2017.

- Installed cell phone signal booster
- Replaced outside letters
- Replaced bad lighting apparatus bay and hose tower
- Removed old furnace
- Painted door frames
- Replaced ceiling tile in meeting room
- Repaired hose reels

Getting roof repair quote

Repair Garage door panel quote – \$1200.00

Painting garage door quotes

Getting heater quotes

Ordering bunker gear & Replacing gloves & vest

Updating nozzle on 610 and accountability boards

602 repairs – new alternator and passenger side intake valve.

Mandatory training April 29<sup>th</sup>.

Auto Aid with Esko for Jay Cooke

SOG updating (Standard Operating Guidelines)

#### Call Volume for as of April 4, 2017

Call by Type

Medical: 158

False Alarm: 9

Hazardous Condition: 45

Rescue: 2

Vehicle Accident w/out extrication: 5

Vehicle Extrication: 7

Vehicle Fires: 1

Vegetation Fires: 1

Working Structure Fire: 5

Service Call: 0

Transport: 3

### 10.03 Public Works Report

- 94 truck repair – New exhaust system
- 1997 ranger rear spring shackles and mounting hardware
- 2001 Ford new fuel tank straps – Tank fell off while driving
- Remove snow blower 1435
- Worked with Donohue water plant project
- Verifying building locations and working with School
- Land appraisal
- Move snow

Work on Pavilion grant  
Tree trimming DNR park  
Lots of garbage clean up  
WLSSD Ordinance Meeting  
Pick up brush hog for tractor  
Order signs for 911 & DNR  
George's replacement – Jonah started  
MRWA conference

### 10.04 Library Director Report

- 413 patrons in March (open 88 hours)
- Attended Twin Lakes Township annual meeting
- Summer Reading Program paperwork
- Ordered Incentives & promotional items for FOL to purchase
- March movies – 2 family – (5 adults, 15 children)
- Teen March movies – 1 held 0 attendance – cancelled the rest
- Added & covered donated books
- April contest information printed & delivered to Carlton & Wrenshall
- Webinar – from money pit to money maker
- Outreach – March 30 – Boy Scouts
- Prep for basket raffle
- Purchased new printer
- April/May fliers printed & delivered to Carlton & Wrenshall
- Took Vacation March 8 & 16 (8 hrs)
- 

Jodie Johnson

### 10.05 Council Member Report

### 10.06 Mayor Report

### 11.00 RECAP ACTION ITEMS

### 12.00 UPCOMING MEETINGS AND EVENTS

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

Chicken Swap– Saturday, April 29, 2017

Transportation Night – Thursday, May 4, 2017

Bike to School Day – Wednesday, May 10, 2017

City Council Meeting – Wednesday, May 10, 2017 @ 6:00pm

MS 150 Bike Ride – June 10, 2017

### 13.00 Adjournment

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to adjourn the meeting, the time being 7:36 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/ Treasurer