

**Carlton City Council  
Meeting Minutes  
Wednesday, May 10, 2017**

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

Mayor Bureau called the meeting to order, the time being 6:00pm.

**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, Diane Soden-Groves, Timothy Soden-Groves, Tim Hagenah, Gwen Carman, Cliff Langley

**3.00 Approve Agenda –** *Council members may add items to the agenda for discussion purposes or staff direction.*

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to approve the Agenda with the following additions: 5.02 Cliff Langley, 7.03 Carlton Area Hockey Association Donation Request, 9.19 Off Road Vehicles, 9.20 Fire Hall Furnace. 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, April 12, 2017; Public Hearing, April 12, 2017; Special Meeting, April 25, 2014 and Board of Appeal and Equalization, April 25, 2017
- 4.02** Approval of Bills: Exhibit A dated April 12, 2017 in the amount of 38,164.10.
- 4.03** Approval of Check Numbers – 30712 -30773
- 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*

### **5.01 Gwen Carmen – Carlton School Superintendent**

Ms. Carmen was present to give information on the upcoming August 8, 2017 referendum vote.

### **5.02 Cliff Langley – Swiftwater Adventures**

Mr. Langley presented an idea he has for an interactive art-adventure along Munger Trail. He will work with Jay Cooke State Park and Minnesota Department of Natural Resources to get approval before proceeding.

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to suspend the Regular Meeting and open the Public Hearing, the time being 6:14pm. The motion passed unanimously.

## **6.00 Public Hearings/Planning Commission Meeting**

### **6.01 Flood Ordinance**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to close the Public Hearing and reopen the Regular Meeting, the time being 6:18pm. The motion passed unanimously.

## **7.00 Petitions, Communications & Correspondence**

### **7.01 Minnesota Management & Budget (MMB) – Pay Equity**

A Certificate of Compliance was presented to the City Council.

### **7.02 VFW Donation Request**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to donate \$100.00 from the Charitable Gambling Fund. The motion passed unanimously.

### **7.03 Carlton Area Hockey Association (CAHA) Donation Request**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to donate \$1594.00 from the Charitable Gambling Fund. The motion passed unanimously.

## **8.00 Ordinances; Resolutions and Policies**

### **8.01 2017-19 Resolution Accepting Grants and Donations to the City**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to approve 2017-19 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

### **8.02 Flood Plain Ordinance**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to approve the Flood Plain Ordinance as presented. The motion passed unanimously.

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#### **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)**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to pay Donohue invoice 13233-01 in the amount of \$29,918.70. The motion passed unanimously.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Gustafson to approve the water modeling contract with Sambatek per the City Attorney's approval. The motion passed unanimously.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Gustafson to reapprove the Donohue contract per the City Attorney's approval. The motion passed unanimously.

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to allow Mayor Bureau approve quotes relating to the water treatment plant project. The motion passed unanimously.

## **UNFINISHED BUSINESS**

### **9.02 Thomson Hall Sale and Rental Contract**

**A motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the following changes to the rental contract: remove “allowing one (1) hour for setup and one (1) hour for cleanup, remove “taxpayer of record” verbiage, damage deposit will be \$50.00.

### **9.03 30 Dalles Avenue**

### **9.04 Comprehensive Plan Review**

- Chapters 1 & 2 were reviewed. Chapter 3 will be reviewed next month.

### **9.05 VDW T.I.F.**

### **9.06 Paul Vernon Conditional Use Permit (CUP)**

Mr. Vernon requested this be tabled while he looks into the feasibility of putting townhomes on the property.

### **9.07 WLSSD Inflow and Infiltration (I&I) Proposed Ordinance**

Remove from agenda until WLSSD has further information on the proposed Ordinance.

### **9.08 Peddler Application**

Council directed Clerk Conway to try find a less complicated Peddler Application.

## **NEW BUSINESS**

### **9.09 Four Seasons – Aaron Lehto**

Mayor Bureau volunteer to be the City Representative on the Four Season’s Board.

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to ratify the Four Seasons budget for fiscal year April 1 2017 thru March 31, 2018. The motion passed unanimously.

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to approve the amendment to appoint a gambling manager. The motion passed unanimously.

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the Board of Directors as follows: Aaron Lehto, President; Tory Cawcutt, Vice President; Eric Gibson, Treasurer; Brett Peterson, Secretary; Joe Broneak, Leola Rodd, Shawn Halli and Chad Vernon, Directors.

### **9.10 LG220 Gambling Permit – Carlton VFW**

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

### **9.11 Department of Army – Right of Entry Agreement**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the Right of Entry Agreement with the Department of Army. The motion passed unanimously.

### **9.12 Cell Phone Policy**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to add “full time employees required to have a cell phone” will receive a monthly reimbursement for use of their personal cell phone. The motion passed unanimously.

### **9.13 Govpay.net – Credit Card Payments**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve City staff to start the process with Govpay.net to accept credit card payments. The motion passed unanimously.

### **9.14 Update to Cemetery Ordinance**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to add the following language to City Code Chapter 9, Part 7, Section 907.14, Subsection A - **Improvement by Lot** – *With approval by the Cemetery Sexton; or other permanent structures.*

### **9.15 Dump Truck**

Public Works Superintendent informed the Council on the condition of the dump truck and the needed for a seconded dump truck, he also presented a quote for a new dump truck. The Council directed him to gather more information on new and used dump trucks.

### **9.16 Manhole Sewer Lining**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to line two (2) manholes in the South Terrace Area. The motion passed unanimously.

### **9.17 Bunker Gear**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to purchase two (2) sets of bunker gear. The motion passed unanimously.

### **9.18 Roof at Fire Hall**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Theisen to authorize the fire department officers to accept the best quote for roof repair at the Fire Hall. The motion passed unanimously.

### **9.19 Off Road Vehicles**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to send a letter of non-support for the Grant in Aide Off Road Vehicle (OHV) proposal in the area along Highway 45. The motion passed unanimously.

### **9.20 Fire Hall Furnace**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the quote from Brent's Heating and Cooling not to exceed \$3,536.00. The motion passed unanimously.

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

### **10.01 City Clerk Report**

#### **Activities completed in April**

- ✓ Cemetery Sales & Issued Deeds
- ✓ Cemetery Locate
- ✓ Met with County and School
- ✓ Updated MedTox
- ✓ Draft of Peddler Application
- ✓ Mayors Day of Recognition
- ✓ Sales and Use Tax
- ✓ Start RD Apply for Water Treatment Plant Grant
- ✓ Bank Reconciliation
- ✓ Meeting with new owner of Advantage
- ✓ Updated SAMS (System for Award Management)
- ✓ Submitted Ambulance Runs for billing
- ✓ Water billing
- ✓ Disc Golf Agreement
- ✓ Govpay.net webinar
- ✓ Agenda Prep
- ✓ Meeting minutes
- ✓ Board of Appeal and Equalization Meeting
- ✓ Updated Flood Ordinance
- ✓ Clean out Safe at Thomson Hall

Office will be closed on Monday, May 29, 2017

Michelle will be attending Date Practices training on Friday May 19, 2017 and a Banyon training on May 23, 2017.

## 10.02 Fire Chief Report

Getting roof repair quote – June meeting  
Repair Garage door panel replacement – \$1200.00 -  
Painting garage door quotes – 1 quote \$1600, waiting for more  
Getting heater quotes – June meeting  
Work day in July before Carlton Daze  
DNR Grant working towards completion  
Ordering bunker gear & Replacing gloves & vest –  
Updating nozzle on 610 and accountability boards  
Mandatory training April 29<sup>th</sup>. – Went good MCI Drill  
616 – New grass truck done in July  
Auto Aid with Esko for Jay Cooke  
SOG updating (Standard Operating Guidelines)  
EMS week, open house May 24<sup>th</sup> from 5-8, kids giveaway and food

### Call Volume for as of May 2, 2017

Call by Type

Cemetery – memorial day

Medical: 206

False Alarm: 12

Hazardous Condition: 5

Rescue: 3

Vehicle Accident w/out extrication: 5

Vehicle Extrication: 8

Vehicle Fires: 2

Vegetation Fires: 2

Working Structure Fire: 5

Service call: 0

Transport: 3

**Total # of Runs: 253**

## 10.03 Public Works Report

Worked with Donohue water plant project – design workshops  
George's replacement – Jonah started  
Order signs for 911 & DNR park  
Lots of garbage clean-up & dirt from plowing  
Sign replacement DNR park  
Work on Pavilion & Outhouse grants  
Lawn mower trailer repair  
Funerals @ Cemetery  
FOG inspections  
Dump truck demo  
Power outage  
MNDOT Guide signs  
Welcome to Carlton sign – quotes/solutions in June.

### To do:

911 signs

Pot hole patch

Banners – flowers

Sweep dirt

Fix lights

#### 10.04 Library Director Report

- 425 patrons in April (open 80 hours)
- Added & covered donated books and videos
- Print tickets for Basket raffle - sell tickets
- Schedule Facebook posts
- Update computes to new ALS website
- CCNews article
- Update collections-CTPBK, CTEPBK
- Inventory collections-JNF, CTCD, CTGRN, CTJGRN
- Plan August Activities

#### 10.05 Council Member Report

#### 10.06 Mayor Report

#### 11.00 RECAP ACTION ITEMS

#### 12.00 UPCOMING MEETINGS AND EVENTS

Joint Powers Board – Thursday, May 11, 2017 @ 6:00pm

MS 150 Bike Ride – June 10, 2017

Regular Council Meeting – Wednesday, June 14, 2017

#### 13.00 Adjournment

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to adjourn the meeting, the time being 8:14 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/ Treasurer