

**Carlton City Council
Meeting Minutes
Wednesday, June 14, 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: Diane Soden-Groves, Timothy Soden-Groves, Chase Lauder, Don Lauder, Emily Swanson, Glenn Swanson, Helen Swanson

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 as presented. 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 139,247.99

4.03 Approval of Check Numbers – 30734 – 30851 Void #30835

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.

At 6:06pm the Council meeting was moved downstairs to the activity room to view a presentation by Glenn and Emily Swanson of Oldenburg House. Council meeting resume in Council Chambers at 6:34pm.

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.*

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Communication – Dawn Browne

A Motion was made by Councilor Jorgenson and seconded by Councilor Theisen to allow businesses to set up tables on the sidewalk to sell items during Carlton Daze. The motion passed unanimously.

7.02 Communication – Carlton School Readiness

7.03 Communication – Chemstar

7.04 Communication – state Demographer

7.05 Thank you – Carlton High School All Night Graduation Party Committee

7.06 Donation Request – Girl Scout Troop 4225

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve a donation of \$200.00 from the Charitable Gambling Account to Girl Scout Troop 4225. The motion passed unanimously.

7.07 Inter-Faith Care Center Donation Request – Golf Sponsor a Hole

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to approve a donation of \$100.00 from the charitable gambling account to Inter-Faith Care Center Annual Golf Tournament. The motion passed unanimously.

7.08 Carlton Amateur Hockey Association Donation Request – Golf Sponsor a Hole

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to approve a donation of \$125.00 from the charitable gambling account to Carlton Amateur Hockey Association Center Annual Golf Tournament. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 2017-20 Resolution Accepting Grant to Clean and Restore a Pavilion and Kiosk

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve 2017-20 Resolution Accepting a Grant from Minnesota’s Lake Superior Coastal Program provided by National Oceanic and Atmospheric Administration in the amount of \$3,000.00 to clean and restore the Pavilion and Kiosk. The motion passed unanimously.

ROLL CALL

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

8.02 2017-21 Resolution Accepting Grants and Donations

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve Resolution 2017-21 Accepting Grants and Donations to the City in the amount \$25.00. 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)

Tech Memo – Public Works Superintendent Wolf updated the Council on water treatment plants he toured and on the current design of the proposed water treatment plant. Design is still in the initial stages. Councilor Gustafson stated her concern about lead and would like to know what the plans are in regards to lead treatment.

Water Modeling Contract
Environmental Services Contract

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the Environmental Services Contract with Sambatek in the amount of \$4,705.00. The motion passed unanimously.

UNFINISHED BUSINESS

9.02 Comprehensive Plan Review

- **Chapter 3** – Chapter 3 review will continue at the July Regular Council Meeting

9.05 VDW T.I.F.

9.06 Paul Vernon Conditional Use Permit (CUP)

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

Public Works Superintendent attended a WLSSD meeting – a decision will have to be made on how the City will comply/enforce the new rules being established by WLSSD. This will include sump pump compliance and private sewer service inspections.

9.08 Peddler Application

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to table the peddler application. The motion passed unanimously.

9.09 Dump Truck

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to authorize Public Works Superintendent Wolf along with Mike Orłowski to inspect used dump trucks and authorization for the City to provide a letter of intent to purchase if a dump truck is found. The motion passed unanimously.

NEW BUSINESS

9.10 Glenn & Emily Swanson – Oldenburg House

Glenn and Emily Swanson had a slide presentation of Oldenburg House in the lower level library activity room. They explained their plans and visions for the property. They also inquired about the possibility of getting a wine/beer license.

9.11 Fee Schedule – CPR Training Fees & Columbarium Engraving

A Motion was made by Councilor Jorgenson and seconded by Councilor Theisen to approve adding CPR Training Fees (see attached) and Columbarium engraving at cost plus \$25.00. The motion passed unanimously.

9.12 Law Enforcement Contract – Extend Contract Term

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve the Law Enforcement Contract to be in effect for five (5) years. The motion passed unanimously.

9.13 George Verkovich – Approval for on call status

A Motion was made by Councilor Jorgenson and seconded by Gustafson to approve George Verkovich to work on an on call basis not to exceed (eight) 8 hours per pay period at a wage of \$18.66 per hour. The motion passed unanimously.

9.14 Carlton Sign Quotes

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to table repairing of the Carlton Sign until the July Regular Meeting.. The motion passed unanimously

9.15 Water Treatment Dehumidifier

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to the purchase of a new portable dehumidifier for the water treatment plant. The motion passed unanimously.

9.16 Deed Grants

Council directed Clerk Conway to gather more information on the grants.

9.17 Disc Golf Agreement

Agreement was not complete.

9.18 Approval of Outdoor Liquor Sales for Carlton Daze – Third Base & VFW

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve outdoor liquor sales for Carlton Daze. The motion passed unanimously.

9.19 Unpaid Sick Time – Michelle Halling

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve unpaid sick time for Michelle Halling. The motion passed unanimously.

9.20 Resignation of Josh Dallman

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to accept the resignation by Josh Dallman. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Activities completed in May

- ✓ Attended 2nd Year of Clerk School (May 1- May 15)
- ✓ Prepare Agenda Packets
- ✓ Type Meeting Minutes
- ✓ Cemetery Locate
- ✓ Draft of Peddler Application
- ✓ Answer Zoning Questions
- ✓ Attend Census and Revenue Recapture Webinars
- ✓ Ambulance Billing
- ✓ Complete Flood Ordinance
- ✓ Update Ordinance Changes
- ✓ Bank Reconciliation
- ✓ Prepare Deposit
- ✓ Go to Bank
- ✓ Compile Water Usage Information for Propose New Treatment Plant
- ✓ Telephone Conversation with DEED

Michelle out of the Office May 31 – June 9, 2017

Clerk update – Local Government Aid (LGA) will be increased for 2018 and the Public Alert will not be renewed. Not many residents signed up for the service.

10.02 Fire Chief Report

Roof Repair
Garage door panel replacement – \$1200.00 -
Painting garage door
Heater install complete
Work day in July before Carlton Daze
DNR Grant completed for Wildland gear
Ordering bunker gear & Replacing gloves & vest
Updating nozzle on 610 and accountability boards
616 – New grass truck done in July
Auto Aid with Esko for Jay Cooke
SOG updating (Standard Operating Guidelines)

Call Volume for as of May 2, 2017

Call by Type

Medical: 269
False Alarm: 16
Hazardous Condition: 6
Rescue: 4
Vehicle Accident w/out extrication: 7
Vehicle Extrication: 9
Vehicle Fires: 2
Vegetation Fires: 5
Working Structure Fire: 7
Service call: 0
Transport: 5
Total # of Runs: 330

10.03 Public Works Report

Worked with Donohue water plant project – design workshop #3
DNR park signs
Funerals @ Cemetery
Flowers, banners, pots
Fix street lights
WTP Dehumidifier repair
Pothole Patch
Welcome to Carlton sign –
Water plant tours
Water modeling
Working on Dump Truck Replacement
Disc Golf
WLSSD Meetings

To do:

911 signs
Paint Crosswalks
Water shut off
Stump removal cemetery
Lead and Copper Samples

10.04 Library Director Report

Summer reading program numbers are up and an adult program is in place.

- 464 patrons in May (open 8 hours)
- Added & covered donated books and videos
- Basket raffle
- CCNews article
- Sent home info on Summer Reading at South Terrace & Wrenshall
- Board Meeting
- FOL meeting
- Minutes for Board & FOL
- Placed order for May/June bestsellers
- Begin planning activities for school year 17-18
- Make examples for June activities
- Plan indirect activities (for children & families on their own in activity room)
- Remove broken computer - research if Apple will work with our programs - will run with 3 public computers for the summer and then use Apple laptop for public in the fall.

10.05 Council Member Report

10.06 Mayor Report

Carlton resident Timothy Soden-Groves made the inquiry to the Council as to whether the City should play some role in fostering civic engagement and how would a City Council go about doing that? No action was taken on this item.

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

Joint Powers Board – Thursday, June 22, 2017 @ 6:00pm

Office Closed – Tuesday, July 4, 2017

Regular Council Meeting – Wednesday, July 12, 2017

Carlton Daze - July 28-30, 2017

13.00 Adjournment

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to adjourn the meeting, the time being 8:10 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer