

**Carlton City Council
Meeting Minutes
Wednesday, July 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; Librarian, J Johnson

Others Present: Donna Melin, Dave Sobzak, Diane Soden-Groves, Timothy Soden-Groves, Tony Wesen, Ashley Hammerbeck and Mike Gerbitz, Donohue and Associates

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

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve the Agenda with the following additions: **9.20 Munger Trail, Engineer Grants, Solar Options.** 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, June 14, 2017

4.02 Approval of Bills: Exhibit A dated July 12, 2017 2017 in the amount of \$299,447.75.

4.03 Approval of Check Numbers – 30852-30934, **Void # 30873**

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 Gustafson and seconded by Councilor Theisen 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*

The Regular Meeting was suspended at 6:03pm and the Planning Commission Meeting/Public Hearing Opened.

6.00 Public Hearings/Planning Commission Meeting

6.01 Liberalis Fence Variance

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson for the Planning Commission to recommend the approval of the application for the fence variance submitted by Inter-Faith Care center on behalf of Liberalis. The motion passed unanimously.

ROLL CALL

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

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to close the Public Hearing and reopen the Regular Meeting, the time being 6:09pm. The motion passed unanimously.

7.00 Petitions, Communications & Correspondence

7.01 Communication – Public Hearing – Carlton County Ordinance No. 33

7.02 Donation Request – Carlton Community Education – Summer Learning Camp

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to donate \$300.00 from the Charitable Gambling to Carlton Community Education for the Summer Reading Program. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 2017-22 Resolution Approving Premises Permit Application (LG214) for Carlton Amateur Hockey Association

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve Resolution 2017-22 Resolution Approving Premises Permit Application (LG214) for Carlton Amateur Hockey Association. The motion passed unanimously.

ROLL CALL

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

8.02 2017-23 Resolution Accepting Grants and Donations to the City

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to approve 2017-23 Resolution Accepting Grants and Donations to the City in the amount of \$50.00. The motion passed unanimously.

ROLL CALL

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

8.03 2017-24 A Planning Commission Report Recommending Approval of the Petition for a Variance to the Zoning Ordinance; and a City Council Resolution Approving the Petition

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to approve Resolution 2017- 24 A Planning Commission Report Recommending Approval of the Petition for a Variance to the Zoning Ordinance; and a City Council Resolution Approving the Petition. 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)

Continued discussion from work session – Councilor MacDonald requested in writing, from the engineers, why the cost of the water treatment plant increased from 1.2 million dollars to 3.2 million dollars. Preliminary site designs were presented to the Council

- Twin Ports Testing Contract

A Motion was made by Councilor Theisen and seconded by Councilor MacDonald to approve the contract with Twin Ports Testing for Geo Technical Services. The motion passed unanimously.

-LHB Surveying Contract

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the contract with LHB for surveying services. The motion passed unanimously.

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to proceed with the design of a concrete filter basin for the Water Treatment Plant. The motion passed unanimously.

ROLL CALL

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

UNFINISHED BUSINESS

9.01 Comprehensive Plan Review

Chapter 3 - Councilor Gustafson would like to set an annual meeting with The City of Carlton, Minnesota Power, Kayak & Canoe Institute (KCI) and Jay Cooke State Park to keep each entity up to date on possible future projects.

9.02 VDW T.I.F.

Mayor Bureau and Clerk Conway met with Mikaela Huot, Springsted; Chris Verta, Fryberger and Buchanan; and Paul Vernon, VDW to discuss the valuation of Tax Increment Finance (TIF) Agreement. After discussion it was agreed upon by all parties that the TIF agreement was correct.

9.03 Paul Vernon Conditional Use Permit (CUP) – Tabled until further notice

9.04 Peddler Application

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to table the Peddler Application. The motion passed unanimously.

9.05 Dump Truck

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to purchase a dump truck with a new under body scrapper in the amount of \$68,493.00. The motion passed unanimously.

9.06 Carlton Sign Quotes

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to table. The motion passed unanimously.

NEW BUSINESS

9.07 Donna Melin/Dave Sobzak

Donna and Dave were present to complain about the City not enforcing the Ordinance which forbids parking on a sidewalk. They would like a letter sent to the landlord to have him inform his tenant of the parking ordinance.

Councilor Theisen directed Staff to send a letter to the landlord stating the tenants have thirty (30) days to comply with parking regulations. If the issue has not been corrected further action will be taken at the August Council Meeting.

9.08 Approve Permanent Hiring of Jonah Smith

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the permanent hiring of Jonah Smith and to approve a .50 per hour raise. The motion passed unanimously.

9.09 Approve Part-time Hiring of Dennis Comrie

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to table approval of Dennis Comrie until a start date has been determined. The motion passed unanimously.

9.10 Unpaid Sick Leave for Michelle Halling

A Motion was made by Councilor Theisen and seconded by Councilor MacDonald to approve two (2) – six (6) weeks unpaid sick leave. The motion passed unanimously.

9.11 MN Pump Works Quote – Lift Station Repair

A Motion was made by Councilor Jorgenson and seconded by Councilor Theisen to approve the South Terrace Lift Station repair quote from MN Pump Works in the amount of \$10,047.45. The motion passed unanimously.

9.12 Midwest Fire Invoice – New Fire Truck

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to approve final payment of \$67,223.00 to Midwest Fire for the Wild Land Fire Truck. The motion passed unanimously.

9.13 Motorola Solutions Radio Quote for Dump Truck

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the quote in the amount of \$2,700.50 submitted by Motorola Solutions for the purchase of a radio for the City dump truck. The motion passed unanimously.

9.14 Budget Change - \$30,000.00 from 610-42153-720 to 610-49390-720

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve a budget correction from 610-42153-720 to 610-49390-720 in the amount of \$30,000.00. The motion passed unanimously.

9.15 First Quarter Ambulance Write-Offs - \$153,077.48

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to approve first (1st) quarter ambulance write-offs in the amount of \$153,077.48. The motion passed unanimously.

9.16 Building Permit Fee Schedule Updated

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to accept the updated building permit fee schedule as presented (copy attached). The motion passed unanimously.

9.17 GIS Mobile App

9.18 Old Grass Truck

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to allow the Fire Department to keep the 1994 Grass Fire Truck. The motion passed unanimously.

9.19 Sunday Off Sale

Council directed staff to set a Public Hearing for August 9, 2017 to change the Liquor Ordinance to allow for Sunday Off Sale.

9.20 Munger Bike Trail, Engineer Grants, Solar Energy

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to have Councilor Jorgenson will draft a letter for Clerk Conway to put on City letterhead to send to the Department of Natural (DNR) regarding conditions of the Munger Trail. The motion passed unanimously.

Councilor Jorgenson would like the City to investigate solar energy.

Councilor Jorgenson was inquiring if the Northland Engineering had been looking for any grant funding for the City. This would be an additional charge to the City. Public Works Superintendent will check into this.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Activities completed in June

- ✓ Updated Chart of accounts
- ✓ Prepare Agenda Packets
- ✓ Type Meeting Minutes
- ✓ Wine/Beer License Research
- ✓ Liberalis Variance
- ✓ Payroll
- ✓ Invoicing
- ✓ Ambulance Billing
- ✓ Process Building Permits
- ✓ Score Grant Training
- ✓ Gather information for MN State Auditor Office
- ✓ Prepare Deposit
- ✓ Process Water Payments
- ✓ Prepare Annual State Building Fee Report
- ✓ Sunday Liquor Sales Research

10.02 Fire Chief Report

Wax Floors meeting room
Painting garage door
Work day in July before Carlton Daze
616 – New grass truck done in July 10th
Onsite review of truck
Discussion of Tahoe and old 616
Working with Amber Hammitt for agreement
Long term Fire Department Goals
Training Burn in October
Epoxy apparatus bay floor
Auto Aid with Esko for Jay Cooke
SOG updating (Standard Operating Guidelines)

Call Volume for as of July 7, 2017

Call by Type
Medical: 319
False Alarm: 16
Hazardous Condition: 7
Rescue: 5
Vehicle Accident w/out extrication: 9
Vehicle Extrication: 10
Vehicle Fires: 2
Vegetation Fires: 5
Working Structure Fire: 9
Service call: 0
Transport: 7
Total # of Runs: 389

10.03 Public Works Report

Worked with Donohue water project
Sampling within township and city
Water Modeling
Phone meetings
Markers @ Cemetery
Crosswalks
Welcome to Carlton sign –
Working on Dump Truck Replacement
Disc Golf
Flush Hydrants
Lead and Copper Samples
Part time position

To do:
911 signs
Water shut off
Stump removal cemetery
Fix hydrants
Fix valves
Hydrant replacement

10.04 Library Director Report

- o 411 patrons in June (open 84 hours)
- o Added & covered donated books and videos
- o Placed order for July/Aug bestsellers
- o Crafty Caps - 2 children , 2 teens , 2 adults
- o Code It Necklace - 4 children , 1 teens , 3 adults
- o **On Time Circus** - 17 children , 2 teens , 15 adults
- o Catapult - 20 children , 2 teens , 6 adults
- o City Council mtg
- o Passive programming prep
- o Scheduled outreach activities for July & August

Planning activities for Carlton Daze

10.05 Council Member Report

Councilor Jorgenson would like the culvert at the corner of Myra and Vermillion looked at. This corner accumulated large amounts of water when it rains.

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

Carlton Daze – July 28-30, 2017

Regular Council Meeting – Wednesday, August 9, 2017 @ 6:00pm

Joint Powers Board Meeting – Thursday, August 10, 2017 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Theisen and seconded by Councilor MacDonald to adjourn the meeting, the time being 8:01 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer