

**Carlton City Council
Meeting Minutes
Wednesday, August 9, 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, H. MacDonald, A. Gustafson, R. Jorgenson

Council Absent: None

Staff Present: Clerk/ Treasurer C Conway; Public Works Superintendent, D Wolf; Librarian, J Johnson

Others Present: Diane Soden-Groves, Timothy Soden-Groves, Wrenshall Mayor, Gary Butala, George Larson

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 Theisen to approve the Agenda with the following additions: **9.18 Shared Employee, 9.19 Zechorah Johnson**. 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, July 12, 2017

4.02 Approval of Bills: Exhibit A dated August 9, 2017 in the amount of \$75,712.00

4.03 Approval of Check Numbers – 30935-31033

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 Theisen and seconded by Councilor MacDonald to approve the Consent Agenda with the following change: correct US Bank interest amount to \$5,343.75 bring the exhibit total to \$80,512.00. 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*

The Regular Meeting was suspended at 6:04pm and the Planning Commission Meeting/Public Hearing Opened.

6.00 Public Hearings/Planning Commission Meeting

6.01 Planning Commission Meeting – Variance for 30 Dalles Avenue

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen for the Planning Commission to recommend the approval of the application for a variance to build a 576 square foot house on the property located at 30 Dalles Avenue. 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 MacDonald and seconded by Councilor Theisen to close the Planning Commission Meeting and open the Public Hearings, the time being 6:05pm. The motion passed unanimously.

6.02 Public Hearing – Change to the Liquor Ordinance

6.03 Public Hearing – Change to the Peddler Ordinance

No Public comments made.

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to close the Public Hearings and reopen the Regular Meeting. The motion passed unanimously.

7.00 Petitions, Communications & Correspondence

7.01 25 BY 25 - Water Quality Goal

7.02 WLSSD 2018 Budget

8.00 Ordinances; Resolutions and Policies

8.01 Liquor Ordinance

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to delete “*and is prohibited on Sundays*” from Sub -Section C of Chapter 6, Part 1, Section 601.17 of the Carlton City Code. The motion passed unanimously.

ROLL CALL

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

8.02 Peddlers Ordinance

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to add the following verbiage to Chapter 5, Part 2 Section 502.01: *Requirements for a license may be suspended for special events.* 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)

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to approve the invoices from Sambatek and Twin Ports Testing after confirming the charges in invoice 10226 from Sambatek. 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 informed the Council that the Carlton Area Development Corporation (CADC), Carlton Chamber of Commerce and the Lions Club will be meeting on August 23, 2017 to try collaborate on upcoming projects.

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

9.03 Peddler Application

The peddler application will be updated to reflect the change to the Peddlers Ordinance.

9.04 Carlton Sign Quotes - tabled

9.05 Donna Melin/Dave Sobzak – Parking on South Avenue

The neighbors have been comply to the parking regulations

9.06 Approve Part-time Hiring of Dennis Comrie – tabled

9.07 Solar Energy

9.08 DEED

NEW BUSINESS

9.09 Budget

Work session set for August 24, 2017 @ 5:30pm.

9.10 Schedule Employee Reviews

Performance Evaluation forms will be given to Council members on August 24, 2017 and Employee reviews will be scheduled at that time.

9.11 Credit Card for Jonah Smith

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the issuance of a credit card to Jonah Smith. The motion passed unanimously.

9.12 Sewer Cleaning Quotes

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the Sewer Cleaning quote submitted by Great Lakes Pipe in the amount of \$8,930.00. The motion passed unanimously.

9.13 Water Fittings Quote

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the Water Fittings Quote submitted by Ferguson Waterworks in the amount of \$9,724.69 (4758.79 + 4965.90). The motion passed unanimously.

9.14 Liquor at Fire Hall for Steak Fry – September 9, 2017

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the serving of Liquor at the Fire Hall on September 9, 2017. The motion passed unanimously.

9.15 Mowing Charges – 41 Dalles Avenue

A Motion was made by Councilor Jorgenson and seconded by Councilor Theisen to charge \$250.00 for mowing the property located at 41 Dalles Avenue. The motion passed unanimously.

9.16 Outdoor Liquor Sales – VFW Post 2962

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve outdoor liquor sales on September 9, 2017 at Carlton VFW Post 2962. The motion passed unanimously.

9.17 RD Apply – Certification Authorization

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pass Resolution 2017-25 A Resolution Authorizing City Clerk-Treasurer to Electronically Sign United States Department of Agriculture (USDA) Documents, in RD Apply for Funding for a New Water Treatment Plant. The motion passed unanimously.

ROLL CALL

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

9.18 Shared Employee

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to start the process of hiring a Public Works employee to be shared between the City of Carlton and the City of Wrenshall. The motion passed unanimously.

9.19 Zechorah Johnson

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to accept the hiring of Zechorah Johnson as a fill-in Library aide. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Activities completed in July

- ✓ Updated Records Retention
- ✓ Updated Table of Contents and Printed Ordinance Book
- ✓ Type Meeting Minutes
- ✓ Prepare Agenda
- ✓ 30 Dalles Avenue Variance
- ✓ Ambulance Billing
- ✓ Process Building Permits
- ✓ Updated Website with Pavilion/Kiosk Refurbishing – per Star Grant
- ✓ Start Budget
- ✓ Step Increase Information
- ✓ VDW TIF Meeting
- ✓ Send Resident Letters – Ordinance Violations
- ✓ DOT Map Updates
- ✓ Hammitt Agreement and Disc Golf Agreement
- ✓ List of High Water Users

10.02 Fire Chief Report

Garage door painted and new signs
Work day in July before Carlton Daze – painted lines, meeting room and clean floor drains.
608 – New grass truck done in July 10th
Discussion of Tahoe and old 616
Installing new equipment
Letting and Painting

Working with Amber Hammitt for agreement
Training Burn in October
SOG updating (Standard Operating Guidelines) – mostly done
Updating Fire Relief Bylaws
New Job Description
Ordered gloves and new vest for staff
Carlton Daze – Went good, over 400 hotdogs. Good turnout of staff and the community support us.
Hose testing coming up in August
Working with 2 new staff on fire department side, working out well
Interviewing for new EMT's hope to hire 2-5

Call Volume for as of July 7, 2017

Call by Type

Medical: 385	Vehicle Fires: 3
False Alarm: 18	Vegetation Fires: 5
Hazardous Condition: 8	Working Structure Fire: 10
Rescue: 6	Service Call: 0
Vehicle Accident w/out extrication: 12	Transport: 8
Vehicle Extrication: 11	Total # of Runs: 466

10.03 Public Works Report

Worked with Donohue water project
Sampling within township and city
Water Modeling
Phone meetings
Mow Cemetery
Welcome to Carlton sign –
Disc Golf
Cathodic Protection, climb water tower
Carlton Daze prep
Sewer lining Quotes
Hydrant repair quotes
Carlton Daze prep & clean up
Lower valves at Gillespie Drive
Kiosk and Pavilion repair

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

10.04 Library Director Report

July 2017

- o 418 patrons in July (open 81 hours)
- o Kaleidoscope - 4 children , 1 teens , 3 adults
- o **Mad Science of MN** - 17 children , 1 teens , 11 adults
- o Outreach to Wrenshall Latch Key (2) - 34 children , 8 adults
- o City Council mtg
- o Board Meeting
- o Activities for Carlton - Daze Book Sale & Bake Sale
- o Began planning for 17-18 school year activities

- Webinar - Working with Friends Groups
- Webinar - Trends in Small and Rural Libraries
- Finished weeding - began to reorganize Fic, YA, Lg Print & NF sections
- 2018 budget

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

11.01 Employee Benefits

12.00 UPCOMING MEETINGS AND EVENTS

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

Town Hall Meeting for Highway 210 Waterline – Monday, August 21, 2017 @ 6:30p,

Regular Council Meeting – Wednesday, September 13, 2017 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to adjourn the meeting, the time being 7:20 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer