

Carlton City Council
Meeting Minutes
Wednesday, September 13, 2017

1.00 Call to Order & Pledge of Allegiance 6:02pm

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 (arrived at 6:04pm)

Council Absent: None

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

Others Present: None

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 C-1 Town Center Review, 9.19 Library Employee.** 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, August 9, 2017, Public Hearing, August 9, 2017, Budget Work Session/Special Meeting, August 24, 2017

4.02 Approval of Bills: Exhibit A dated September 13, 2017 in the amount of \$127,946.92

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 MacDonald and seconded by Councilor Jorgenson to approve the Consent Agenda with the following changes: Correct wage for Leola Rodd from \$77.50 to \$77.52, correct hourly wage for Logan Anderson from \$1.00/hour to \$10.00/hour. 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*

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

- 7.01 Thank you – Carlton Daze 5K**
- 7.02 Thank you – Annual Learning Camp**
- 7.03 Thank you – Interfaith Care Center**
- 7.04 Appreciation Letter to 55 3rd St. and 516 3rd St.**
- 7.05 Friends of Animals Open House**

8.00 Ordinances; Resolutions and Policies

8.01 2017-26 Resolution Accepting Grants and Donations to the City

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to accept donations for the library in the amount of \$100.08. The motion passed unanimously.

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 approve the invoice from Donohue in the amount of \$53,174.78. The motion passed unanimously

UNFINISHED BUSINESS

9.01 Comprehensive Plan Review

Chapter 3 - Councilor Gustafson would like to see the Council continually review the Comprehensive Plan. Possibly have some type of beautification project completed.

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

9.03 Carlton Sign Quotes

Public Works Superintendent Wolf presented three (3) different options for replacement of the Carlton sign. Wolf will get a quote on the cost of removing the current sign.

9.04 Approve Part-time Hiring of Dennis Comrie – this position will be replaced with the Full Time Carlton/Wrenshall Shared Employee.

9.05 Solar Energy

Council directed Clerk Conway to contact Lakes and Pines to have a representative attend a Council Meeting to give a presentation of programs available.

9.06 DEED

Council directed Clerk Conway to contact Lakes and Pines to have a representative attend a Council Meeting to give a presentation of programs available.

9.07 Shared Employee

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve the contract with Wrenshall subject to modifications by the City Attorney. The motion passed unanimously.

9.08 Budget

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to set the Preliminary Levy increase at 3.5%. The motion passed unanimously.

The next budget meeting was set for October 4, 2017 @ 5:30pm

NEW BUSINESS

9.09 Jerry Anderson

Was not present at meeting

9.10 84 Dalles Avenue

Council directed Clerk Conway to send a letter to homeowner about items in driveway.

9.11 Resident Letter

A letter was received by the resident who lives at 280 Co Rd 3 requesting the water/sewer bill be reduced due to the amount of air that passed though the water meter do to his water being turned off during the fire hydrant replacements. Public Works Superintendent agreed this could happen when the water was turned back on.

A Motion was made by Councilor MacDonald and seconded by Councilor Theisen to approve a \$12.00 reduction in the August water bill. The motion passed unanimously.

9.12 County Reimbursement

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to reimburse the Carlton County Sheriff's Department \$2,956.81 for overpayment of inmate transfers from 2014-2017. The motion passed unanimously.

9.13 Automatic Aid Agreement

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Automatic Aid Agreement with Thomson Township for Emergency Calls North of the St. Louis River at Jay Cooke State Park. The motion passed unanimously.

9.14 Cadet Program

Fire Chief Wolf explained the Cadet Program. Applications and guidelines were taken to the school to be distributed to interested students.

9.15 Fire Department Land Agreement

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to approve the Hammitt Land Agreement as presented. The motion passed unanimously.

9.16 Tire Quote

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the purchase of tires for the two (2) ambulance and a fire truck, this year or next year, whenever the budget allows. The motion passed unanimously.

9.17 Set Truth in Taxation (TNT) Hearing

A Motion was made by Councilor MacDonald and seconded by Councilor Theisen to set the Truth in Taxation meeting for December 13, 2017 @6:05pm. Location: 310 Chestnut Avenue, Carlton

9.18 C-1 Town Center Ordinance Review

A Motion was made by Councilor MacDonald and seconded by Councilor Theisen to allow the proposed business to build at 202 Chestnut Avenue if the property is purchased. This business will fit under 903.11, Subd.3 Letter R - *Other uses compatible with the general uses described in this section*. The motion passed unanimously.

9.19 Library Employee

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to accept the hiring of Bethany Leseman 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 August

- ✓ Prepare Safety Meeting Info
- ✓ Updated Residence with no water/sewer
- ✓ Type Meeting Minutes
- ✓ Prepare Agenda
- ✓ Meet with possible building officials
- ✓ Ambulance Billing
- ✓ Meet with Wrenshall for Shared Employee
- ✓ Camera Quotes
- ✓ Work on Budget
- ✓ DEED Webinar
- ✓ Prepare Ambulance Quarterly Report
- ✓ Compute County Ambulance Reimbursement
- ✓ Prepare Progress report for Star Grant
- ✓ Water Billing
- ✓ Employee Review with Michelle
- ✓ Attend WLSSD Meeting
- ✓ Review Cadet Program Information

10.02 Fire Chief Report

608 – New grass truck done in July 10th

Installing new equipment

Letting and Painting

Installed trailer brake controller

Warranty Box work

Working with Amber Hammitt for agreement

SOG updating (Standard Operating Guidelines) – mostly done

Updating Fire Relief Bylaws

Hose testing went good

3 new hires on ambulance

1 new firefighter

Esko Auto Aid

Truck Services –

Tire replacement for Equipment

Added more storage for SCBA's given free from Carlton County Chiefs association

Minnesota Power Training at Hydro Facility

Call Volume for as of August 31, 2017

Call Volume as of August 31, 2017

Call by Type

Medical: 433

False Alarm: 20

Hazardous Condition: 8

Rescue: 9

Vehicle Accident w/out extrication: 15

Vehicle Extrication: 13

Vehicle Fires: 3

Vegetation Fire: 10

Service call: 0

Transport: 8

Total # of Runs: 525

10.03 Public Works Report

Worked with Donohue water project
Water Modeling
Phone meetings
Design review
Town Hall meeting
Mow Cemetery
Welcome to Carlton sign –
Disc Golf
Cathodic Protection – needs to be repaired
Manhole Lining
Manhole Lids
Hydrant repair – Stine Drive and Webbebing

911 signs installed
Dump Truck - October
Joint Employee with Wrenshall
Warranty walk through School Ave
Culvert Lindberg Drive
Hydrant Cutting
Kiosk and Pavilion Repair

To do:

Water shut off
Stump removal cemetery

10.04 Library Director Report

August 2017

- o 405 patrons in August (open 92 hours)
- o Outreach to Wrenshall Latch Key (2) - 27 children , 6 adults
- o City Council mtg
- o Carlton Daze Book Sale & Bake Sale
- o Completed inventory
- o Update procedures manual
- o Computer maintenance
- o Re-organize Fiction books
- o Move Large Print
- o Re-organize Non-Fiction
- o Legacy Program - Climb Theatre - 8 adults, 22 children
- o All about Frogs - 2 adults, 4 children
- o Origami bookmarks - 2 adults, 8 children
- o Training in Mt Iron - Legal Reference Workshop
- o Compass mtg - online

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

Joint Powers Board Meeting – Thursday, October 5, 2017 @ 6:00pm

Regular Council Meeting – Wednesday, October 11, 2017 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:30 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer