

**Carlton City Council  
Meeting Minutes  
Wednesday, October 11, 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, R. Jorgenson, A Gustafson

*Council Absent:* None

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

*Others Present:* Anita, Lakes and Pines; Pat Truman, Jodie Hatgard, Diane Soden-Groves

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

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to approve the Agenda with the following additions: **8.03 - 2017-29 Resolution for the Sale of Property; 9.06 – Change Doug Wolff to Charles Gerhardt.** 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, September 13, 2017

**4.02** Approval of Bills: Exhibit A dated October 11, 2017 in the amount of \$ 152,273.09

**4.03** Approval of Check Numbers – 31034- 31198

**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 wording in 9.14 Cadet Program of the September 11, 2017 Meeting Minutes to say “*Fire Chief Wolf explained the Cadet Program. Applications and guidelines were taken to the school to be distributed to interest students.*” Make the following changes to Exhibit A – correct hourly wage for Michelle Halling to \$13.26, change Fobbe to prepay, removed \$397.68 from NAPA charge, bringing exhibit total to \$151,875.41. 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 Lakes and Pines Representative**

Anita from Lakes and Pines presented an overview of all the services offered by Lakes and Pines that could be beneficial to area residents.

**6.00 Public Hearings/Planning Commission Meeting**

**7.00 Petitions, Communications & Correspondence**

**7.01 1st Edition of “City of Carlton Notes” to be printed in Carlton Community News**

**8.00 Ordinances; Resolutions and Policies**

**8.01 2017-27 A Resolution Appointment to HRA Board of Directors**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to pass Resolution 2017-27 appointing Geri Sortedahl to the Carlton County HRA Board of Directors. The motion passed unanimously.

**8.02 2017-28 Resolution to Move the Polling Place for the City of Carlton**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Theisen to move the polling place from 33 Dalles Avenue to 100 4<sup>th</sup> St. The motion passed unanimously.

**8.03 2017-29 Resolution for the Sale of City Property**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to sell 33 Dalles Avenue to Teri Mattson for the sum of One Hundred Thirty-Nine Thousand Dollars (\$139,000.00). The motion passed unanimously.

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Joint Powers Board (JPB)**

The final Project Priority List (PPL) was released this week and the water treatment plant has been moved from 194 on the list to 12 on the list. This is due to the median household income within City limits. The project will drop back down to 194 next year as the median household income will rise.

**- Invoice Approvals**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to approve payment of the following invoices: LHB (\$24,889.70), Twin Ports Testing (\$10,317.00), Donohue (\$18,792.43) and Sambatek (\$2,112.93). Confirm Sambatek invoice with Ashely Hammerbeck before payment is made. The motion passed unanimously

## UNFINISHED BUSINESS

### 9.01 Comprehensive Plan Review

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

### 9.03 Carlton Sign Quotes

Public Works Superintendent Wolf showed the Council an image of a small monument sign. An updated quote had not been received for the smaller sign. No decision on what should be done will be made yet.

### 9.04 Solar Energy

Councilor Gustafson met with a representative from a company that provides residential solar energy and can offer a discount if enough residents signed on.

### 9.05 DEED

### 9.06 Shared Employee

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to hire Charles Gerhardt at \$13.50 per hour during the 90-day probationary period and raise pay to \$14.00 after 90 days. This employee will split hours between the City of Carlton and the City of Wrenshall. The motion passed unanimously.

**A Motion** was made by Councilor Theisen and seconded by Councilor MacDonald to approve the Cooperative Service Agreement with the City of Wrenshall. The motion passed unanimously.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Theisen to pay a building official stipend of \$100.00 to Charles Gerhardt while training with the current building official. The motion passed unanimously.

### 9.07 Budget

## NEW BUSINESS

### 9.09 Pat Truman

Mr. Truman was present to issue a complaint about the quality of the water. He requested a discount on his monthly water bill due to the fact he has to run large amounts of water to get the water to clear. The Council denied the request. Public Works will set up a time to remove the water meter and flush the line going into the house.

### 9.10 Dogs at Recycle Shed

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to **NOT** allow employees to bring their pet to work. The motion passed unanimously.

### 9.11 Hydrant Replacement

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson approve the quote from Ferguson Waterworks in the amount of \$4,758.79 for a hydrant replacement. The motion passed unanimously.

## 9.12 Cathodic Protection Repair

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to move forward with the Cathodic Protection Repair. The quote from Aegion (corrpro) is \$3,800.00 The motion passed unanimously.

## 9.13 Late Fee Forgiveness – 113 Chestnut Avenue - \$298.28 – Assess to Property Taxes

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to forgive \$298.28 in late fees for property located at 113 Chestnut Avenue and to assess the remainder to the County if payment is not received. The motion passed unanimously.

## 9.14 MN Department of Human Services

Council is in support of trying the program. Clerk Conway will submit information for participation.

## 9.15 US Army Corps of Engineers Right of Entry Extension

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to extend the Right of Entry Agreement with the Corps of Engineers until December 31, 2017. The motion passed unanimously.

## 9.16 Budget Correction – Ambulance Revenues – incorrect entry – City of Wrenshall On-Call

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to the budgeted revenue amount for the City of Wrenshall on Call from \$46,164.64 to \$4,164.64. The motion passed unanimously.

## 9.17 Budget Change

**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 Employee Bonus

Waiting on direction from City Attorney.

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 City Clerk Report

The month of September was a busy one with Michelle out of the office. Below are a few of the activities completed.

Payroll Claim Sheets

Payroll and Direct Deposit

Water Billing

Building Permits

Grant Progress Reporting

Attended DEED Meeting in Baxter

Prepare Interview Questions

Score Job Applications

Interviewed for Shared Employee

Agenda Prep

Meeting Minutes

Process Ambulance Runes

Attend FEMA Meeting

Prepare for Work Comp Audit

Work on Budget

**City Hall will be a toy drop off location this year.**

## 10.02 Fire Chief Report

608 – New grass truck done in July 10<sup>th</sup>  
Installing new equipment  
Letting and Painting  
Repurposing 616

Amber Hammitt for agreement  
SOG updating (Standard Operating Guidelines) – in department review  
Updating Fire Relief Bylaws  
ARI to come in to talk firehall expansion with members  
2 Members in EMT class in Brainerd  
Adopt a highway clean up 10/17/2017  
Esko Auto Aid – Jay Cooke Park  
Pineview apartments new alarm panel  
Tire replacement for Vehicles  
Ambulance budget  
Added more storage for SCBA's given free from Carlton County Chiefs association

### Call by Type

Medical: 479	Vehicle Fires: 3
False Alarm: 23	Vegetation Fires: 7
Hazardous Condition: 8	Working Structure Fires: 10
Rescue: 10	Service Call: 0
Vehicle Accident w/out extrication: 19	Transports: 9
Vehicle Extrication: 13	<b>Total # of Runs: 582</b>

## 10.03 Public Works Report

Worked with Donohue water project  
Water Modeling  
Phone meetings  
Design review  
Welcome to Carlton sign – modifications  
Disc Golf – Bridges, fairways, coordinating volunteers  
Cathodic Protection – needs to be repaired  
Manhole Lids – October 12<sup>th</sup>  
Hydrant Cutting  
Dump truck & Snow plow Prep – October  
Joint Employee with Wrenshall  
Warranty walk through School Ave  
Water break's – Scanlon  
WLSSD Exceedance letter  
Lift station rebuild – 10/19/2017  
Sewer line cleaning 10/16/17 – 10/20/2017  
Budgets

To do:

Water shut off  
Stump removal cemetery  
Replace - Hydrant East Webbeking Drive  
Carlton Clean-up – 10/23/2017

#### **10.04 Library Director Report**

- 209 patrons in September (open 78 hours)
- City Council mtg
- Update staff procedures manual
- FOL mtg
- Finalize Summer Reading Program numbers
- Discussion re: Work Study student
- Train Bethany for subbing for me
- Hang new phone
- Organize closets
- Change out printer stand
- Type minutes for FOL & Board
- Update website
- Post Library Aide position
- Add donated books & DVDs
- Work with Carol to submit grant to MN Dept of Education

The Summer Reading Program was a success this summer. Over 500 hours were read by children and 25 books by teens & adults (4 teen/adult participants). Our programs had 105 children and 57 adults attend and there were 4 outreach activities to Wrenshall Latch Key reaching 51 children and 14 adults.

#### **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 25, 2017 @ 6:00pm

Regular Council Meeting – Wednesday, November 8, 2017 @ 6:00pm

Truth-in-Taxation Meeting – Wednesday, December 13, 2017

#### **13.00 Adjournment**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Theisen to adjourn the meeting, the time being 8:07 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/ Treasurer