

**Carlton City Council  
Meeting Minutes  
Wednesday, November 8, 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: H. MacDonald, R. Jorgenson, A Gustafson

*Council Absent:* L. Theisen

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

*Others Present:* Chris Nyberg, Gary Butala

**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: 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:** Special Meeting, October 4, 2017; Regular Meeting, October 11, 2017

**4.02 Approval of Bills:** Exhibit A dated November 8, 2017 in the amount of \$ 107,205.31

**4.03** Approval of Check Numbers – 31199- 331299

**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 addition of Exhibit B dated November 8, 2017 in the amount of \$12,979.36. 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 Council meeting was suspended at 6:01pm and the Planning Commission Meeting was opened.

## **6.00 Public Hearings/Planning Commission Meeting**

### **6.01 Approval to Change Boundary Lines for 1260 Hillside Drive.**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to recommend approval of the requested boundary change. The motion passed unanimously.

The Planning Commission Meeting was closed at 6:07pm and the Regular Council Meeting was reopened.

## **7.00 Petitions, Communications & Correspondence**

### **7.01 Arrowhead Regional Development Commission (ARDC)**

#### **7.02 Thank you from ISD 93**

#### **7.04 Thank you from Four Seasons Event Center and Sports Complex**

#### **7.05 Springsted**

#### **7.06 Healthy Northland Active Communities Assistance Program**

Clerk Conway will submit a grant application with Healthy Northland Active Communities Assistance Program.

### **7.07 Donation Request – ISD 93 Turkey Bingo**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve a donation request in the amount of \$200.00 to ISD 93 for Turkey Bingo. The motion passed unanimously.

### **7.08 Donation Request – Carlton Community Education – Mother/Son Gala**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve a donation request in the amount of \$500.00 to Carlton Community Education for the Mother/Son Gala. The motion passed unanimously.

### **7.09 Donation Request – Carlton VFW Auxiliary – Christmas Baskets**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve a donation request in the amount of \$1,000.00 to Carlton VFW Auxiliary for Christmas Baskets. The motion passed unanimously.

## **8.00 Ordinances; Resolutions and Policies**

## **9.00 General Business**

### **PROJECT UPDATES**

#### **9.01 Joint Powers Board (JPB)**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to move ahead with the water treatment plant to get to 100% design. The motion passed unanimously.

##### **- Invoice Approvals**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Gustafson to approve payment of an invoice from Donohue in the amount of \$8,900.08. The motion passed unanimously.

## UNFINISHED BUSINESS

### 9.01 Comprehensive Plan Review

This agenda item will be removed from the monthly agenda and will be reviewed every quarter at 5:30pm on Regular Council meeting nights starting January 2018.

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

### 9.03 Carlton Sign Quotes

Removed from agenda until ready to move forward.

### 9.04 Budget

### 9.05 Employee Bonus

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve a .50 cent per hour job performance raise for Public Works Superintendent Wolf and Clerk Conway in lieu of a bonus. The motion passed unanimously.

## NEW BUSINESS

### 9.06 Chris Nyberg – Cooperative Light and Power (CLP)

Mr. Nyberg was present to inform the Council that CLP was sold to Compudyne. The City will receive paper work to transfer the water tower lease from CLP to Compudyne.

### 9.07 LG220 – Carlton Amateur Hockey Association/Four Seasons

**A Motion** was made by Councilor MacDonald and seconded by Councilor Gustafson to approve LG220 Charitable Gambling Permit. The motion passed unanimously.

### 9.08 Liquor License Renewal

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve renewing liquor licenses for Streetcar, Left Lane Performance (DBA Third Base Bar) and VFW Post 2962 for year 2018. The motion passed unanimously.

### 9.09 Third Quarter Ambulance Write-Offs - \$140,341.65

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve third (3<sup>rd</sup>) quarter ambulance write-offs in the amount of \$140,341.65. The motion passed unanimously.

### 9.10 Comp Time Accrual for Jodie Johnson

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve comp time accrual based on the combined 40-hour work week of Jodie Johnson's two (2) city positions. The motion passed unanimously.

### 9.11 Change Payroll from Pre-Pay to Actual Hours Worked

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve changing full-time payroll from pre-pay to actual hours worked and to change payroll paid dates from the 15<sup>th</sup> and last day of the month to every other Friday beginning January 1, 2018. Paid on call payroll will remain on the 15<sup>th</sup> of each month. The motion passed unanimously.

### **9.12 Comp Time and Vacation Carry Over**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve more than the maximum allowed vacation time to carry over into 2018 for Clerk Conway and Public Works Supervisor Wolf. The motion passed unanimously.

### **9.13 Wellness Center Project**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Gustafson to approve Resolution 2017-30 Memorandum of Agreement with Volunteer Services of Carlton County, Inc. (VSCCI) with the changes recommended by the city attorney. The motion passed unanimously.

### **9.14 Water/Sewer Operator Contract**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the Cooperative Service Agreement for Water/Sewer Operation Services between the City of Carlton and the City of Wrenshall. The motion passed unanimously.

### **9.15 Hiring of Library Aide – Bethany Leseman**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the hiring of Bethany Leseman as Library Aide. The motion passed unanimously.

### **9.16 Change HSA/HRA Funding**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve Resolution 2017-31 Amendment for HRA/VEBA Plan to change HSA/HRA funding from every six (6) months to every two (2) months. The motion passed unanimously.

### **9.17 Lightbar Quote**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the lightbar quote from Northern Safety Technology, Inc. in the amount of \$3,311.00. The motion passed unanimously.

### **9.18 1260 Hillside Drive**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve (per the recommendation of the Planning Commission) the boundary change for 1260 Hillside Drive. The motion passed unanimously.

## **10.00 Staff and Committee Reports & Recommendations**

### **10.01 City Clerk Report**

#### October Activities

- Work Comp Audit
- Employee Benefit Spreadsheet
- Send Resident Letters
- Meet with Wrenshall on Shared Employee
- Grant Progress Reporting and Submit Final Report
- Research Thomson Hall Land Ownership
- Submit Quarterlies (Training with Jodie)
- Research Vermillion Street Easement Info
- Thomson Hall Closing
- Update Cemetery Books
- Agenda Prep and Meeting Minutes

- Process Ambulance Runs
- Update Medtox Random List
- Review Preliminary Engineering Report(PER) for Water Treatment Plant
- Complete Water Infrastructure Funding (WIF) Application
- Bank Reconciliation
- Liquor License Research

## 10.02 Fire Chief Report

608 – New grass truck done in July 10<sup>th</sup>  
Inservice

616 – Repurposed for city and fire dept shared use.  
Amber Hammitt for agreement

SOG updating (Standard Operating Guidelines) – in department review

Fire Relief Bylaws – In Review

ARI talked firehall expansion with members on 10/30/2017 (working on quote)

2 Members in EMT class in Brainerd

Cadet's have started, working with them.

EMR (first responder class) November through December

FF I&II Class starting in January

Pineview apartments new alarm panel

Tire replacement for Vehicles show all be done by meeting date

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

Working on incentive checks

### Call Volume for as of October 31, 2017

Call by Type

Medical: 529

False Alarm: 27

Hazardous Condition: 11

Rescue: 10

Vehicle Accident w/out extrication: 22

Vehicle Extrication: 15

Vehicle Fires: 3

Vegetation Fires: 8

Working Structure Fire: 10

Service call: 0

Transport: 1

Other: 1

**Total # of Runs: 646**

## 10.03 Public Works Report

Worked with Donohue water project

Water Modeling and more water modeling

Funding

Phone meetings

Design review

Welcome to Carlton sign – modifications

Disc Golf – Bridges, fairways, coordinating volunteers

Cathodic Protection – needs to be repaired

Manhole Lids – replaced and blacktopped

Move snow

Water Sewer services agreement with Wrenshall

Concrete repair School Ave

Water break's - Jay Cooke Park

Lift station rebuild – 10/19/2017

Sewer line cleaning 10/16/17 – 10/20/2017

Replace hydrant East Webbeking Drive

Sewer Training

**To do:**

Stump removal cemetery  
Service mowers  
Prep 1435 for winter

**10.04 Library Director Report**

October 2017

- 244 patrons in October (open 89 hours)
- City Council mtg
- Interviews
- Train student helper
- Budget mtg
- Hire Bethany for aide
- 3<sup>rd</sup> grade tour – 2 adults, 29 children
- Order 2017 JLG selections
- Begin prep for FOL basket raffle
- Update records in computer
- Train Bethany
- Movie: Moana – 4 adults, 3 children
- Purchased new computer for staff

**10.05 Council Member Report**

Councilor Gustafson requested staff review options for purchasing a TV cart.

**10.06 Mayor Report**

**11.00 RECAP ACTION ITEMS**

**12.00 UPCOMING MEETINGS AND EVENTS**

Office Closed – Friday, November 10, 2017

Joint Powers Board Meeting – Thursday, December, 2017 @ 5:30pm

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

Truth-in-Taxation Meeting – Wednesday, December 13, 2017 @ 6:05pm

Winterfest – February 10, 2018

**13.00 Adjournment**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:25 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/ Treasurer