

**Carlton City Council  
Meeting Minutes  
Wednesday, December 13, 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:* Timothy and 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 addition of Civic Center added to 2017.12. 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, November 8, 2017

**4.02** Approval of Bills: Exhibit A dated December 13, 2017 in the amount of \$110,471.47.

**4.03** Approval of Bills: Exhibit B dated December 13, 2017 in the amount of \$69,243.96.

**4.04** Approval of Check Numbers – 31300-31409

**4.05** Review and Approval of Petty Cash

**4.06** Charitable Gambling Report

**4.07** Frandsen Bank and Trust Credit Card Statement

**4.08** Status of City Funds

**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 6:08pm and the Truth-in-Taxation Hearing was opened.

**6.00 Public Hearings/Planning Commission Meeting**

**6.01 Truth-in-Taxation**

Clerk Conway read the tax levy and budget out loud.

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to close the Truth in Taxation meeting and reopen the Regular Council Meeting as there were no comments from the public. The time being 6:09pm. The motion passed unanimously.

**7.00 Petitions, Communications & Correspondence**

**8.00 Ordinances; Resolutions and Policies**

**8.01 2017-32 Resolution Adopting Final Property Tax Levy**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to pass Resolution 2017-32 Adopting Final Property Tax Levy. The motion passed unanimously.

**Roll Call**

Gustafson	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

**8.02 2017-33 Resolution Authorizing a Grant Agreement between the City of Carlton and the Minnesota Department of Transportation.**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to pass Resolution 2017-33 Authorizing a Grant Agreement between the City of Carlton and the Minnesota Department of Education. The motion passed unanimously.

**Roll Call**

Gustafson	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

**8.03 2017-34 Resolution in Support of the Enbridge Line 3 Replacement, Deactivation, and Proposed Route.**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to not pass, at this time, Resolution 2017-13 in Support of the Enbridge Line 3 Replacement, Deactivation, and Proposed Route. The motion passed unanimously.

**Roll Call**

Gustafson	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

**8.04 2017-35 Resolution Accepting Grants and Donations to the City**

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to passed Resolution 2017-35 Accepting Grants and Donations to the City. The motion passed unanimously.

**Roll Call**

Gustafson Aye  
Jorgenson Aye  
MacDonald Aye  
Gustafson Aye  
Bureau Aye

**8.05 Conflict of Interest Policy**

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the Conflict of Interest Policy as presented. The motion passed unanimously.

**8.06 2017-36 Resolution Authorizing Public Works Superintendent to Sign for the Purchase of a Dump Truck from Astleford International Trucks**

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to pass Resolution 2017-36 Authorizing Public Works Superintendent to Sign for the Purchase of a Dump Truck from Astleford International Trucks. The motion passed unanimously.

**Roll Call**

Gustafson Aye  
Jorgenson Aye  
MacDonald Aye  
Gustafson Aye  
Bureau Aye

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Joint Powers Board (JPB)  
- Invoice Approvals**

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to approve payment of invoices presented from Donohue, LHB and Sambatek. The motion passed unanimously.

**UNFINISHED BUSINESS**

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

**9.02 Budget**

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to approve the 2018 Budget. The motion passed unanimously.

**NEW BUSINESS**

**9.03 Approval of Library Board Member – Brittany Klatt**

A **Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the appointing of Brittany Klatt to the Library Board. The motion passed unanimously.

**9.04 LG220 – Carlton Fire Relief Association**

A **Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to approve the LG220 submitted by the Carlton Fire Relief Association. The motion passed unanimously.

**9.05 LG-220 – Carlton Area Lions**

A **Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the LG220 submitted by Carlton Area Lions. The motion passed unanimously.

**9.06 Liability Coverage – Waiver Form**

A **Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to **NOT WAIVE** the monetary limits on municipal tort liability. The motion passed unanimously.

**9.07 Air Fiber Proposal**

A **Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to table the Air Fiber Proposal until more information is received. The motion passed unanimously.

**Roll Call**

Gustafson	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

**9.08 Water/Sewer Late Fees (change from 10% to flat fee?)**

A **Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to change the water/sewer late fee from 10% to a \$15.00 flat rate, effective January 1, 2018. The motion passed unanimously.

**9.09 Removal of Late Fees for Account #374**

Council directed staff to send a letter to resident about late fees.

**9.10 Portable Storage Units**

Council directed staff to gather more information on regulating portable storage units.

**9.11 Engineer Request for Proposal (RFP)**

Interview date will be set after proposals are received.

**9.12 Library Meeting Room/Civic Center**

Councilor Gustafson would like to see the Library Meeting Room and upper level of the Civic Center be available for public use to hold meetings and or events. A decision was not made.

**9.13 Proposal for Fire Department Building Assessment**

A **Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the quote submitted by ARI for Fire Hall Facility Planning. The motion passed unanimously.

**9.14 Approval of Fire Relief By-laws (sent by email 12/5/2017)**

A Motion was made by Councilor Theisen and seconded Jorgenson by Councilor to approve the updated Fire Relief By-laws. The motion passed unanimously.

**9.15 Approval of Year End Budget Transfers: \$25,000.00 from water and \$5,625.00 from sewer to 2015 Bond, \$32,000.00 from General to Public Works Capital, \$30,000.00 from Ambulance to Ambulance Capital, \$40,000.00 from Fire to Fire Capital**

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve all year end transfers. The motion passed unanimously.

**9.16 Approve Exhibit C to the Carlton/Wrenshall Water/Sewer Operator Agreement**

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve Exhibit C (Wrenshall Fee Schedule) to the Water/Sewer Operator Agreement. The motion passed unanimously.

**10.00 Staff and Committee Reports & Recommendations**

**10.01 City Clerk Report**

November Activities

- Submitted Paper Work to be Reimbursed for the Star Grant
- Employee Benefit Spreadsheets
- Submitted Coastal Grant Application
- Finalize and Submit WIF Application
- Safety Meeting
- Enter Budget into Banyon
- Disconnect Notices
- Make New Time Cards
- Review Property and Casualty Insurance Renewal
- Submit Information for Work Comp Renewal
- Property Tax Allocation
- Meeting Minutes
- Prepare Agenda and Agenda Packets
- Water Billing, Disconnect Notices
- Bank Reconciliation
- Complete Liquor License information and Submit to State
- Payroll Change Sheets

**10.02 Fire Chief Report**

Amber Hammitt for agreement (needing Brokers Price Opinion)  
Increase in membership vote/discussion going to 35  
SOG updating (Standard Operating Guidelines) – in department review  
Fire Relief Bylaws – In Review  
Fire Department Bylaws – in review  
Firehall expansion meetings  
2 Members in EMT class in Brainerd  
Cadet's working well  
EMR (first responder class) November through December  
FF I&II Class starting in January  
Added more storage for SCBA's given free from Carlton County Chiefs association  
incentive checks done  
Working on next year plans

## Call Volume for as of November 31, 2017

### Call by Type

Medical: 588

False Alarm: 31

Hazardous Condition: 13

Rescue: 10

Vehicle Accident w/out Extrication: 26

Vehicle Accident with Extrication:15

Vehicle Fires: 5

Vegetation Fires: 9

Working Structure Fire: 11

Service Call: 0

Transport: 1

Other: 1

## 10.03 Public Works Report

Worked with Donohue water project

Water Modeling and more water modeling

Funding

Phone meetings

Design review

Disc Golf – chipping brush on fairways & built parking lot

Cathodic Protection – needs to be repaired

Cemetery expansion removed stumps

Water Sewer services agreement with Wrenshall

Water samples Wrenshall

Wrenshall water sewer survey getting familiar with system

Rebuilt Wrenshall fluoride report

Water break's - Jay Cooke Park

Scanlon Water Break

Dump truck soon.

Service mowers

1435 snow blower

## 10.04 Library Director Report

173 patrons in November (open 78 hours)

- City Council mtg
- Prep for FOL basket raffle
- Set up new computer for staff
- Continued weeding
- Added new books & DVDs
- Rearrange items on shelves
- Continued training Beth
- Attended Story Time training in Mt Iron (Jodie & Beth)
- Attended Horizon training in Mt Iron (Beth)

## 10.05 Council Member Report

## 10.06 Mayor Report

## 11.00 RECAP ACTION ITEMS

## 12.00 UPCOMING MEETINGS AND EVENTS

Office Closed – Friday, December 22, 2017 (closing at 12:00pm), Monday, December 25, 2017

Joint Powers Board Meeting – Thursday, December, 28 2017 @ 6:00pm

Regular Council Meeting – Wednesday, January 10, 2018 @ 6:00pm

Winterfest – February 10, 2018

## 13.00 Adjournment

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to adjourn the meeting, the time being 7:45 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway

Clerk/ Treasurer