

**Carlton City Council
Meeting Minutes
Wednesday January 10, 2018**

1.00 Call to Order & Pledge of Allegiance

Mayor Bureau called the meeting to order, the time being 6:01 pm.

2.00 Roll Call – Agenda Additions/ Deletions

Council Present: Mayor K Bureau; Councilors L. Theisen; A. Gustafson, H. MacDonald, R. Jorgenson

Council Absent: None

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

Others Present: Joseph Pelawa, Timothy Soden-Groves, Ryan Goldberg, Alan Johnson, 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 Theisen and seconded by Councilor Jorgenson to approve the Agenda as presented. 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, December 13, 2017: Truth in Taxation, December 136, 2017

4.02 Approval of Bills: Exhibit A dated January 10, 2018 in the amount of \$122,213.44

4.03 Approval of Bills: Exhibit B dated January 10, 2018 in the amount of \$128,872.31 presented at meeting.

4.04 Approval of Check Numbers – 31410 – 31507 (including voided 31466-31471)

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

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the Consent Agenda as presented. 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*

Mr. Soden-Groves thanked the Council for the work they do for the City and also read a letter he prepared asking the Council to pass a Resolution opposing Copper-Nickel Sulfide mining in the St. Louis River Watershed.

Council Members need time to gather additional information on the topic before any action would be taken.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Donation Request – Carlton High School All Night Graduation Party – Class of 2018

The group is not a 501C3 organization so Charitable Gambling Funds cannot be donated.

7.02 Donation Request – Oldenburg Arts and Cultural Community

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to donate \$500.00 from the Charitable Gambling Fund to Encore Performing Arts Center for a Family Movie Night. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2018-01 Annual Administrative Resolution

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to pass the 2018-01 Annual Administrative Resolution with Councilor Ruth Jorgenson to be the Acting Mayor. The motion passed unanimously.

ROLL CALL

Theisen	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

8.02 Resolution 2018-02 Fee Schedule

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the 2018-02 Fee Schedule as presented. The motion passed unanimously.

ROLL CALL

Theisen	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

8.03 Resolution 2018-03 A Resolution Authorizing Payment before Council Authorization

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to pass 2018-03 Resolution Authorizing Payment before Council Authorization. The motion passed unanimously.

ROLL CALL

Theisen Aye
Jorgenson Aye
MacDonald Aye
Gustafson Aye
Bureau Aye

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

Ashley Hammerbeck presented a rendering of the proposed water treatment plant.

A Motion was made by Councilor Theisen and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-08 in the amount of \$9,642.50. The motion passed unanimously.

UNFINISHED BUSINESS

9.02 Paul Vernon Conditional Use Permit

Mayor Bureau updated the Council about a possible Senior Housing Development on property located at the corner of Highway 45 and County Road 3.

9.03 Air Fiber Proposal – nothing new

9.04 Removal of Late Fees for #374

9.05 Portable Storage Units

Council directed Clerk Conway to start the proceeding to update City Code Chapter 9 to limit the amount of time portable storage units can be on residential property.

9.06 Engineer Request for Proposal (RFP)

Interviews are being held Wednesday, January 17,2018.

9.07 Library Meeting Room/Civic Center

NEW BUSINESS

9.08 Compudyne Lease Assignment

A Motion was made by Councilor Theisen and seconded by Councilor MacDonald to approve the Compudyne Lease Assignment. The motion passed unanimously.

9.09 Water/Sewer Late Fee Complaint – resident did not attend meeting.

9.10 Liquor at the Fire Hall – February 10, 2018

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve liquor at the Fire Hall on February 10, 2018. The motion passed unanimously.

9.11 Light Tower (Light Plant)

A Motion was made by Councilor Theisen and seconded by Councilor MacDonald to approve the purchase of a Light Tower/Light Plant. The motion passed unanimously.

9.12 Approval to upgrade Credit Card

A Motion was made by Councilor Jorgenson and seconded by Councilor Theisen to approve upgrading the City Credit card to earn reward dollars. The motion passed unanimously.

9.13 Resignation of Chuck Gerhardt effective January 19, 2018

9.14 Four Season's – Open Skate

Charitable Gambling Funds cannot be donated to Carlton Area Hockey Association because they are taking over pull tabs at Third Base Bar.

9.15 Bunker Gear Quote

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve the quote in the amount of \$12,666.30 from Municipal Emergency Services (MES) to purchase 6 sets of bunker gear. The motion passed unanimously.

9.16 2017 Fourth Quarter Ambulance Write-Offs

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve Fourth Quarter Ambulance Write-Offs in the amount of \$122,795.95. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

City Audit will be taking place Monday, January 22, 2018 – Wednesday, January 24, 2018.

Activities completed in December

- ✓ Agenda Packet/Meeting Minutes
- ✓ Ambulance Runs
- ✓ Bank Reconciliation
- ✓ Engineer RFP
- ✓ Complete Budget and Levy
- ✓ Safety Meeting
- ✓ Enter Information into Revenue Recapture
- ✓ Liquor Licenses Renewals
- ✓ Attend OSHA Informational Meeting
- ✓ Meet with Engineers before submitting RFP
- ✓ Started Organizing Records Room
- ✓ Completed Rural Development Application
- ✓ Meet with candidates for Building Official
- ✓ Complete Information for all Insurance Renewals
- ✓ End of Year Journal Entries

Carol Conway – Clerk/Treasurer

10.02 Fire Chief Report

Amber Hammitt for agreement (waiting for approval)
Increase in membership to 35
SOG updating (Standard Operating Guidelines) – Approved
Fire Relief Bylaws – Approved
Fire Department Bylaws – Approved
Firehall expansion meetings
2 Members in EMT class in Brainerd
Cadet's working well
FF I&II Class starting in January
Added more storage for SCBA's given free from Carlton County Chiefs association
Ordering more Gear
Working on FEMA grants
Ordering badges

Call Volume for as of December 31, 2017

Call by Type	Vehicle Fires: 5
Medical: 642	Vegetation Fires: 10
False Alarm: 34	Working Structure Fire: 12
Hazardous Condition: 14	Service Call: 0
Rescue: 10	Transport: 13
Vehicle Accident w/out extrication: 30	Chimney Fires: 4
Vehicle Extrication: 16	Other: 1
	Total # of Runs: 791

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

Worked with Donohue water project

Water Modeling and more water modeling
Funding
Phone meetings
Design review

Cathodic Protection – needs to be repaired (spring)
WLSSD Exceedance letter
Water samples Wrenshall
Wrenshall water sewer survey getting familiar with system
Rebuilt Wrenshall fluoride report
Water break's - Jay Cooke Park
Scanlon Water Break (Christmas day)
Plowing snow
Dump truck is here!!!!!!!!!!!!
Furnace broke in shop, froze and ruined all water lines. Replaced heater and lines
New lights City hall exterior

10.04 Library Director Report

- o Purchased & set up 2 new public computers
- o Dec Basket Raffle
- o Sent request letters for computer replacement donations
- o Researched, ordered & set up computer security programs
- o Attended Compass mtg online
- o Began collecting numbers for annual Report
- o Added donated movies & books

Beth worked on:

- Weeded Fiction and Easy collections
- Rearranged collections so it is easier for patrons to find items.
- Organized CTNF & CTLP collections
- Preparing items to be added to collection

Beth has been doing a great job in her position. I was able to take a few days of vacation and spent more time at City Hall for the last week of the year.

Jodie Johnson
Library Director

- 10.05 Council Member Report
- 10.06 Mayor Report
- 10.07 Building Official Annual Report (see attached)

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

Joint Powers Board – Wednesday, January 31, 2018 @ 6:00pm

City Council Meeting – Wednesday, February 14, 2018

Public Hearing – Thursday, February 15, 2018 @ 6:00pm, Carlton County Transportation Building

13.00 Adjournment

A Motion was made by Councilor Theisen and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:05 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer