

**Carlton City Council
Meeting Minutes
Wednesday, February 14, 2018**

1.00 Call to Order & Pledge of Allegiance

Mayor Bureau called the meeting to order, the time being 6:00 pm.

2.00 Roll Call – Agenda Additions/ Deletions

Council Present: Mayor K Bureau; Councilors: A. Gustafson, H. MacDonald

Council Absent: Councilors: L. Theisen, R. Jorgenson

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

Others Present: Timothy Soden-Groves, Diane Soden-Groves, Kaitlyn Johnson, Josie Olson-MSA

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 MacDonald to approve the Agenda with the following additions: **7.05 Doomsday Dogs Donation Request, 8.09 Resolution 2018-10.** 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, January 10, 2018, Special Meeting; January 10, 2018; Special Meeting, January 22, 2018; Special Meeting, January 30, 2018.
- 4.02** Approval of Bills: Exhibit A dated February 14, 2018 in the amount of \$184,744.09.
- 4.03** Approval of Bills: Exhibit B dated February 14, 2018 in the amount of \$55,802.07 presented at meeting.
- 4.04** Approval of Check Numbers – 31508-31571.
- 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 with the following: **Complete 9.13 of the Regular Meeting Minutes dated January 10, 2018.** 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 Meeting was closed and the Planning Commission Meeting opened, the time being 6:04pm
6.00 Public Hearings/Planning Commission Meeting

6.01 Planning Commission Meeting – Purchase of Property from ISD 93
(See Planning Commission Meeting Minutes)

A **Motion** was made by Councilor MacDonald and seconded by Councilor Gustafson to closed the Planning Commission Meeting and re-open the Regular Meeting, the time being 6:05pm. The motion passed unanimously.

7.00 Petitions, Communications & Correspondence

7.01 Thank you from the VFW Auxiliary

7.02 Thank you from Carlton Community Education

7.03 Donation Request from Carlton Community Education for Community News Support

A **Motion** was made by Councilor MacDonald and seconded by Councilor Gustafson to give a donation of \$1,000.00 from Charitable Gambling Funds to Carlton Community Education for Carlton Community News Support. The motion passed unanimously

7.04 The Green House – Main Street Flowers

A **Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to purchase from the Green House, three (3) planters and one (1) hanging basket to be placed around the City. The motion passed unanimously.

7.05 Donation Request from Domsday Dogs Robotics Team

A **Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to give a donation of \$2,500.00 from Charitable Gambling Funds to Domsday Dogs Robotics Team. The motion passed unanimously.

ROLL CALL

Theisen	Absent
Jorgenson	Absent
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

7.06 Thank you from Oldenburg House

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2018-04 - Resolution for the 2018 Carlton County Score Grant

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to pass Resolution 2018-04 accepting a \$5,000.00 grant from Carlton County to help support the recycle shed. The motion passed unanimously.

ROLL CALL

Theisen	Absent
Jorgenson	Absent
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

8.02 Resolution 2018-05 - Resolution Affirming Designated Grant Match Funds in the Amount of \$30,404.00

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to pass Resolution 2018 - 05 Affirming Designated Matching funds are available in the amount of \$30,404.00 for Accessibility Grant received under the Library Construction Grant Program. The motion passed unanimously.

ROLL CALL

Theisen	Absent
Jorgenson	Absent
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

8.03 Resolution 2018-06 – Resolution Accepting Grants and Donations to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to pass Resolution 2018-06 accepting the donation of a laptop computer from the Carlton Area Library to the City of Carlton. The motion passed unanimously.

ROLL CALL

Theisen	Absent
Jorgenson	Absent
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

8.04 Resolution 2018-07 – Resolution Accepting Grants and Donations to the City Library

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to pass Resolution 2018-07 accepting donations made to the Carlton Area Library in the amount of \$2,350.00. The motion passed unanimously.

ROLL CALL

Theisen	Absent
Jorgenson	Absent
MacDonald	Aye

Gustafson Aye
Bureau Aye

8.05 Resolution 2018-08 – Resolution in Support of a Moratorium on Copper-Nickel Sulfide Mining in the St. Louis River Watershed

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to pass Resolution 2018-08 in Support of a Moratorium on Copper-Nickel Sulfide Mining in the St. Louis River Watershed. The motion passed unanimously.

ROLL CALL

Theisen Absent
Jorgenson Absent
MacDonald Aye
Gustafson Aye
Bureau Aye

8.06 Resolution 2018-09 – Resolution Approving the Purchase of Land from ISD 93

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to pass Resolution 2018-09 approving the purchase of land from ISD 93 for the location of the proposed water treatment plant. The motion passed unanimously.

ROLL CALL

Theisen Absent
Jorgenson Absent
MacDonald Aye
Gustafson Aye
Bureau Aye

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to amend the attachments as needed to Resolution 2018-09. The motion passed unanimously.

8.07 Update Policy for Establishing and Maintaining a Fixed Asset Record System

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to update the value of a fixed asset to \$5,000.00 and to change City Administrator to City Clerk. The motion passed unanimously.

8.08 Personnel Policy Vacation Change – remove ½ day for Good Friday and add full day for Christmas Eve.

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to remove the ½ day vacation from Good Friday and add a full day vacation to Christmas Eve. The motion passed unanimously.

8.09 Resolution 2018-10 – A Resolution Setting a Public Hearing on a Vacation

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to set a Public Hearing on March 14, 2018 for the Vacating of Pine Avenue. The motion passed unanimously.

ROLL CALL

Theisen	Absent
Jorgenson	Absent
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Public Hearing is being held on Thursday, February 15, 2018 at the Carlton County Transportation Building.

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-09 in the amount of \$48,930.48. The motion passed unanimously.

UNFINISHED BUSINESS

9.02 Paul Vernon Conditional Use Permit

9.03 Air Fiber Proposal

9.04 Removal of Late Fees for #374

9.05 Portable Storage Units

A Public Hearing will be scheduled for March 14, 2018

9.06 Library Meeting Room/Civic Center

Following advice from the Loss Control Department at the League of Minnesota Cities the Civic Center will not be used for after-hours meetings.

NEW BUSINESS

9.07 Hiring of Ricky Romanoski

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to table until the Regular Council Meeting on March 14, 2018. The motion passed unanimously.

9.08 LG 220 Carlton County Chapter of MN Deer Hunters Association – 4/19/2018

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the LG220 submitted by the Carlton County Chapter of MN Deer Hunters Association for their activity on April 19, 2018. The motion passed unanimously.

9.09 LG 220 Carlton County Chapter of MN Deer Hunters Association – 9/19/2018

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the LG220 submitted by the Carlton County Chapter of MN Deer Hunters Association for their activity on September 19, 2018. The motion passed unanimously.

9.10 LG220 Wrenshall Area SnoSharks Snowmobile Club

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve LG220 submitted by the Wrenshall Area SnoSharks Snowmobile Club. The motion passed unanimously.

9.11 LG220 Carlton County Cutters Chapter of National Wild Turkey Federation

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve LG220 submitted by the Carlton County Cutters Chapter of National Wild Turkey Federation. The motion passed unanimously.

9.12 Approve Prior Transfer of \$107,935.71 from Fire Capital Fund to Fire Fund for Purchase of Wildland Fire Truck

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve the transfer in the amount of \$107,935.71, that was made in December 2017, from the Fire Capital Fund to the Fire Fund. The motion passed unanimously.

9.13 2017 2nd Quarter Ambulance Write-Offs in the amount of \$105,610.88; 2017 4th Quarter Ambulance Write-Offs \$122,795.95

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve 2017 2nd quarter ambulance write-offs in the amount of \$105,610.88. 4th quarter write-offs were approved January 10, 2018. The motion passed unanimously.

9.14 Building Rental Proposal

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to table until the Regular Council Meeting on March 14, 2018. The motion passed unanimously.

9.15 Truck Quotes

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to table until the Regular Council Meeting on March 14, 2018. The motion passed unanimously.

9.16 Asbestos Removal Quotes

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the quote submitted by A-1 Abatement in the amount of \$10,456.64. The motion passed unanimously.

9.17 Sign for Playground, Thomson Bell and Historical Plaque

Public Works Superintendent will contact M-R Sign to have signs made for the playground on Hidden View Drive. Mayor Bureau will contact a local woodworker to get options for displaying the Thomson Bell and Historical Plaque

9.18 Approval of I&I Plan

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve the I&I Plan and submit it to WLSSD. The motion passed unanimously.

9.20 Comp Time Accumulation

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to table until the Regular Council Meeting on March 14, 2018. The motion passed unanimously

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Activities completed in January

- ✓ Agenda Packet/Meeting Minutes
- ✓ Ambulance Runs
- ✓ Bank Reconciliation
- ✓ Engineer Interviews
- ✓ Safety Meeting
- ✓ Prepare for City Audit
- ✓ City Audit
- ✓ Verizon Cell Phone Contract Updated
- ✓ Pine Avenue Vacation Research
- ✓ Submit W-2 and 1099
- ✓ Revise Job Description for Joint Employee
- ✓ Employee Accrued Benefits Worksheets
- ✓ Legal Postings
- ✓ Quarterlies

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

Amber Hammitt for agreement (waiting for approval)
Firehall expansion meetings – Had first meeting with ARI
Send staff to EMS conference in Duluth
Recruitment planning for spring
BINGO - Winterfest
Added more storage for SCBA's given free from Carlton County Chiefs association
Ordered more gear
Submitted FEMA grant for gear extractor
Ordering badges
Lightbar on 602
Tires 610
New ambulance reporting
Fire relief Audit
Grants with New Emergency manager
Call Volume for as of January 31, 2018

Call by Type

Medical: 56
False Alarm: 6
Hazardous Condition: 3
Rescue: 1
Vehicle Accident w/out extrication: 5
Vehicle Extrication: 0
Vehicle Fires: 1

Vegetation Fires: 1
Working Structure Fire: 1
Service Call: 0
Transport: 1
Lift Assist: 5
Chimney Fires: 0
Other: 0
Total # of Runs: 80

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
 - Legislator meeting
- Cathodic Protection – needs to be repaired – revised quote signed 3 year service agreement
- Water samples Wrenshall
- Sewer back – up Wrenshall
- Monthly reports
- Trailer for Cemetery
- Working on pick-up truck quotes
- Plowing snow – Plow working good
- Working with Troy Gregg on quote for shop
- WLSSD Meetings
- I&I Plans
- School meeting
- Replaced mower axle
- Interviews for maintenance position
- DNR annual reporting – new program
- Winterfest course

10.04 Library Director Report

- Purchased & set up 1 new public computer and new staff laptop
- Began collecting numbers for annual Report
- Added donated movies & books
- Council meeting
- Board meeting
- Legacy – Metal Tooling 5 adults, 4 children
- FOL meeting
- Prepared Love Your Library letter
-

Beth worked on:

- Began stuffing envelopes for LYL mailing
- Prepped books for adding to collection
- Continues to do cleaning, organizing, helping patrons & pull lists
-

Jodie Johnson
Library Director

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

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

13.00 Adjournment

A **Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:43 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer