

**Carlton City Council  
Meeting Minutes  
Wednesday, March 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, L. Theisen, R. Jorgenson

*Council Absent:* None

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

*Others Present:* Timothy Soden-Groves, Diane Soden-Groves, Joe Jurewicz, MSA, Shanna Wolf, Brent Bodie, Jennifer Smith, Wipfli and Mike Soderstrom

**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 Jorgenson to approve the Agenda with the following additions: **9.01 USDA Legal Agreement, 9.20 Thomson Flag Pole.** 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, February 14, 2018; Planning Commission Meeting, February 14, 2018; Public Hearing, February 15, 2018.

**4.02 Approval of Bills:** Exhibit A dated March 14, 2018 in the amount of \$91,350.43.

**4.03 Approval of Bills:** Exhibit B dated March 14, 2018 in the amount of \$18,550.03 presented at meeting.

**4.04** Approval of Check Numbers – 31572-31644.

**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 change to 8.07 of the February 14, 2018 Regular Meeting Minutes – **remove “or greater.** 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 Public Hearings were opened, the time being 6:03pm.

**6.00 Public Hearings**

**6.01 Public Hearing – Vacation of Pine Avenue**

**6.02 Public Hearing – Change to the Zoning Ordinance – Metal Storage Shipping Containers  
(See Public Hearing Meeting Minutes)**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to closed the Planning Commission Meeting and re-open the Regular Meeting, the time being 6:06pm. The motion passed unanimously.

**7.00 Petitions, Communications & Correspondence**

**7.01 Donation Request from Friends of the Carlton Public Library – Summer Reading Program**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to give a donation of \$600.00 from Charitable Gambling Funds to Friends of the Carlton Public Library for the Summer Reading Program. The motion passed unanimously.

**7.02 Donation Request from Early Childhood Program – Transportation Night**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to give a donation of \$200.00 from Charitable Gambling Funds to the Early Childhood Program for Transportation Night. The motion passed unanimously.

**7.03 Donation Request from Carlton Community Education – Father Daughter Ball**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Theisen to give a donation of \$500.00 from Charitable Gambling Funds to Carlton Community Education for Carlton Community News Support. The motion passed unanimously

**7.04 Donation Request from Eagles Aerie 1163**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to give a donation of \$200.00 from Charitable Gambling Funds to Eagles Aerie 1163. The motion passed unanimously.

**8.00 Ordinances; Resolutions and Policies**

**8.01 Resolution 2018-11 - Resolution Approving the Submittal of Application for Funding through Minnesota Public Facilities Authority (PFA)**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to pass Resolution 2018-11 Approving the Submittal of Application for Funding through PFA. The motion passed unanimously.

**ROLL CALL**

Theisen	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

**8.02 Resolution 2018-12 - Resolution Approving the Vacation of Pine Avenue**

**A Motion** was made by Councilor Theisen and seconded by Councilor MacDonald to pass Resolution 2018 - 12 Approving the Vacation of Pine Avenue. The motion passed unanimously.

**ROLL CALL**

Theisen	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

**8.03 Resolution 2018-13 – Resolution Accepting Grants and Donations to the City**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to pass Resolution 2018-13 accepting a donation of \$240.00 to the Carlton Area Public Library. 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)**

**A Motion** was made by Councilor Theisen and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-10 in the amount of \$49,691.64. The motion passed unanimously.

**A Motion** was made by Councilor Gustafson and seconded by Councilor Theisen to approve the Legal Services agreement with the United States Department of Agriculture (USDA). 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**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson if the payment schedule is not followed the water will be disconnected for non-payment. The motion passed unanimously.

### **9.05 Portable Storage Units**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to update the Zoning Ordinance to prohibit the use of Metal Storage Shipping Containers as storage buildings. The motion passed unanimously.

### **9.06 Hiring of Ricky Romanoski**

### **9.07 Building Rental**

Council did not approve rental of the building located at 510 South Avenue.

### **9.08 Truck Quotes**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the quote from Aitkin Motor Co. for a 2018 F250 Pick-up in the amount of \$30,400, and for a plow from United Truck Body in the amount of \$7,683.79. The motion passed unanimously.

### **9.09 Sign for Playground, Thomson Bell and Historical Plaque**

Playground signs are here. Need additional information on display shelter for Thomson Bell and Historical Plaque.

### **9.10 Comp Time Accumulation**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Gustafson to approve the accumulation of comp time on weekends (for emergencies only) to be at 1.5 regardless of how many hours were worked during the work week. Effective February 14, 2018. The motion passed unanimously.

## **NEW BUSINESS**

### **9.11 2017 Audit Results**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to accept the 2017 Audit performed by Wipfli. The motion passed unanimously.

### **9.12 Resignation of Chuck Gerhardt (effective January 19, 2018)**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to accept the resignation of Chuck Gerhardt effective January 19, 2018. The motion passed unanimously.

### **9.13 Mayors Day of Recognition**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to recognize Harold Ankrum, Daisy Rose and Mike Orłowski on April 3, 2018 during Mayors Day of Recognition . The motion passed unanimously.

### **9.14 MSA Contract**

**A Motion** was made by Councilor Theisen and seconded by Councilor Gustafson to approve the Engineering Contract with MSA and to pay compensation based on an hourly rate. The motion passed unanimously.

### **9.15 Township and Range Contract (Building Official)**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the contract with Township and Range, LLC for building inspection service. The motion passed unanimously.

### **9.16 LG220 VFW Post 2962**

**A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the LG220 submitted by VFW Post 2962. The motion passed unanimously.

### **9.17 LG220 Carlton Area Lions Club**

LG220 application was withdrawn.

### **9.18 LG220 Eagles Aerie 1163**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the LG220 submitted by Eagles Aerie 1163. The motion passed unanimously.

### **9.19 Excess Dog Permit**

**A Motion** was made by Councilor Theisen and seconded by Councilor Jorgenson to approve the Excess Dog Permit. The motion passed with Mayor Bureau, Councilor Theisen and Councilor Jorgenson voting aye, Councilor MacDonald abstained and Councilor Gustafson voting nay.

### **9.20 Thomson Flag Pole**

Public works Superintendent Wolf was directed to review options for the flag pole on Vermillion Street: either take down or refurbished.

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

### **10.01 City Clerk Report**

Items worked on in February

- Agenda Packets/Meeting Minutes
- Bank Deposits and Bank Reconciliation
- Review and Update Wellhead Protection Plan (Carol & Jodie)
- Sent out Ambulance Support Letters
- Continue Records Room Clean Out
- Meet with Tyler Ray (USDA-RD)
- Organize Maps
- Compile Information for Ambulance Supplemental Payments
- Work on Pine Avenue Vacation
- Submit Revenue Recapture
- Legal Postings

- Duties List for Shared Employee
- Public Hearing
- Census Webinar (Carol and Jodie)
- WLSSD Grant Application
- Start PFA Grant/Loan Application
- Water Billing and Payroll (Jodie)
- Payables and Revenue Recording (Jodie)
- Ambulance Billing (Jodie)
- Prepare Bank Deposits (Jodie)

### 10.02 Fire Chief Report

Firehall expansion meetings – Having meetings with ARI  
 Recruitment planning for spring  
 Added more storage for SCBA’s given free from Carlton County Chiefs association  
 Ordering badges  
 New ambulance reporting – not as friendly as we hoped  
 Grants with New Emergency manager  
 Zuercher CAD (computer-aid dispatch) training.  
 Updating lighting on Rescue 1 (ATV)  
 601 ambulance repair.  
 Planning for annual training

#### Call Volume for as of January 31, 2018

Call by Type

Medical: 118	Vegetation Fires: 1
False Alarm: 8	Working Structure Fire: 2
Hazardous Condition: 3	Service Call: 0
Rescue: 1	Transport: 3
Vehicle Accident w/out extrication: 10	Lift Assist: 10
Vehicle Extrication: 0	Chimney Fires: 0
Vehicle Fires: 2	Other: 0
	<b>Total # of Runs: 158</b>

Respectfully Derek Wolf – Fire Chief

### 10.03 Public Works Report

Worked with Donohue water project  
 Funding  
 Phone meetings  
 Water plant design review  
 Cathodic Protection – needs to be repaired –  
 Water samples Wrenshall  
 Lift station repair and water tower repair in Wrenshall  
 Monthly reports  
 Trailer for Cemetery  
 Working on pick-up truck quotes  
 Plowing snow lots of snow – Plow working good  
 Hauling snow with both trucks, went good  
 Working with Troy Gregg on quote for shop  
 School meeting  
 Tires on backhoe

City Hall Quotes  
 Light plant rewired to run generator  
 Jonah water school

### 10.04 Library Director Report

- Planned summer reading program schedule
- Created handouts/posters for summer read
- Annual Report

- Added donated movies & books
- Council meeting
- Mailed Love Your Library letter
- COMPASS meeting
- Prepared for Love to Read month visit to South Terrace- rescheduled for March due to snow
- Winterfest – games with prizes for kids

Beth worked on:

- Cleaning
- Alphabetizing sections
- Prepped & added donated books to system
- Working with student helper
- Winterfest – games with prizes for kids
- Replaced spine labels for unreadable labels

Jodie Johnson  
Library Director

### **10.05 Council Member Report**

Councilor Theisen voiced her disappointment with the Council passing Resolution 2018-08 *Resolution in Support of a Moratorium on Copper-Nickel Sulfide Mining in the St. Louis River Watershed* at the February 14, 2018 Council Meeting. She felt this issue should have not been voted on when a full Council was not present and a Public Input Hearing should have been held.

### **10.06 Mayor Report**

### **11.00 RECAP ACTION ITEMS**

### **12.00 UPCOMING MEETINGS AND EVENTS**

**JPB Meeting – Wednesday, March 28, 2018 @ 6:00pm**

**Safety and Loss Control Workshop – Wednesday, April 4, 2018 (All day)**

**City Council Meeting – Wednesday, April 11, 2018 @ 6:00pm**

**Board of Appeal and Equalization Meeting – Tuesday, April 17, 2018 @ 10:00am**

### **13.00 Adjournment**

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

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer