

**Carlton City Council
Meeting Minutes
Wednesday, April 11, 2018**

1.00 Call to Order & Pledge of Allegiance

Mayor Bureau called the meeting to order, the time being 6:03 pm.

2.00 Roll Call – Agenda Additions/ Deletions

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

Council Absent: L. Theisen

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

Others Present: Timothy Soden-Groves, 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 Jorgenson and seconded by Councilor MacDonald 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, March 14, 2018; Public Hearing – Vacating of Pine Avenue, March 14, 2018; Public Hearing – Change in the Zoning Ordinance, March 14, 2018.
- 4.02** Approval of Bills: Exhibit A dated April 11, 2018 in the amount of \$196,253.54.
- 4.03** Approval of Bills: Exhibit B dated April 11, 2018 in the amount of \$64,833.09 presented at the meeting.
- 4.04** Approval of Check Numbers – 31645-31733.
- 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 changes to Exhibit A: **change date to April 11, 2018, change hours worked for Jeff Bergeron to 16, change wage for Emily Johannsen to \$8.00.** 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*

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

7.01 Communication from Department of Natural Resources (DNR)

The Munger Trail going south will be closed for most of the summer as the bridge over Otter Creek is going to be removed and replaced. Construction will be starting June 11, 2018 and will carry through August.

7.02 Thank you from ISD 93

ISD 93 sent a thank for letter for the donation from the Charitable Gambling Fund to Doomsday Dogs Robotics Team.

7.03 Donation Request from Oldenburg Arts and Cultural Community

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to give a donation of \$500.00 from Charitable Gambling Funds to Encore Performing Arts/Oldenburg Arts and Cultural Community for the Document Spring Photography Program. The motion passed unanimously

7.04 Correspondence – Department of the Army Right of Entry (ROE)

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the Right of Entry request from the Department of the Army. The motion passed unanimously.

7.05 Correspondence – WLSSD Combined Heat and Power Project (CHP) Support

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to support WLSSD in seeking funding for the CHP Project. The motion passed unanimously.

7.06 Council Member Resignation

Mayor Bureau read a resignation letter from Council Member LeAnn Theisen. The letter stated she felt the need to resign due to the passing of Resolution 2018-08 – A Resolution in Support of a Moratorium on Copper-Nickel Sulfide Mining (attached).

Councilor MacDonald requested her email on Resolution 2018-08 be made part of Official Record (attached).

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2018-14 - Resolution Establishing Minnesota Department of Transportation (MnDOT) Community Wayfinding Signing

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to pass Resolution 2018-14 adopting the MnDot Community Wayfinding Signing guidelines. The motion passed unanimously.

ROLL CALL

Theisen	Absent
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

8.02 Resolution 2018-15 – Resolution Accepting Grants and Donations to the City

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to pass Resolution 2018-13 accepting a donation of \$485.00 to the Carlton Area Public Library. The motion passed unanimously.

ROLL CALL

Theisen	Absent
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

8.03 Resolution 2018-16 – Resolution Supporting H.F. 925, S.F. 876 WLSSD Bonding Request

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to pass Resolution 2018-16 Supporting H.F. 925, S.F. 876 WLSSD Bonding Request for the CHP Project. The motion passed unanimously.

ROLL CALL

Theisen	Absent
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

8.04 Resolution 2018-17 – Resolution Accepting Council Member Resignation and Making an Appointment.

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to pass Resolution 2018-17 Accepting Council Member Resignation and Making an Appointment. The motion passed unanimously.

ROLL CALL

Theisen	Absent
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

Plans for the water treatment plan have been submitted to the Department of Health for review. Plans will be revised after the review, if needed. Still waiting on the Bonding Bill. The next step will be to put the project out for bid, the project will only be awarded if funding is obtained.

9.02 Donohue Invoice

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-11 in the amount of \$79,913.03. The motion passed unanimously.

9.03 LHB Invoice

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve payment of LHB invoice 170376.00 in the amount of \$8,253.76. The motion passed unanimously.

UNFINISHED BUSINESS

9.04 Paul Vernon Conditional Use Permit

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to table this item and removed from the agenda until the developer is ready to move forward. The motion passed unanimously.

9.05 Air Fiber Proposal

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to table/remove this item from the agenda until Air Fiber would indicate they would like to move forward. The motion passed unanimously.

9.06 Hiring of Ricky Romanoski

9.07 Sign for Playground, Thomson Bell and Historical Plaque

9.08 Thomson Flag Pole

More research needs to be completed before proceeding.

NEW BUSINESS

9.09 LG220 Carlton Fire Relief Association

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

9.10 Friends of Animals Contract & Invoice

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to table the Friends of Animals contract until the May 9, 2018 Regular Council Meeting. The motion passed unanimously.

9.11 Zuercher Technologies Quote

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the Zuercher quote in the amount of \$5,346.00. The motion passed unanimously.

9.12 City Hall Repair Quotes

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve a quote from Bedrock Flint in the amount of \$51,200.00 for building repairs and a quote from Cloquet Constructors in the amount of \$15,350.00 for sidewalk replacement. The motion passed unanimously.

9.13 Cemetery Lot Marker Quotes

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve staff to make the decision on what cemetery lot marker pins to purchase. The motion passed unanimously.

9.14 Sewer Rates

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to raise the sewer base rate fee to \$9.50. The motion passed unanimously.

9.15 Peddler Fee

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to have a \$20.00 Peddler Application Fee. The motion passed unanimously.

9.16 Positive Drug and Alcohol Test

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to table until May 9, 2018. The motion passed unanimously.

9.17 Family and Medical Leave Act (FMLA)

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to table until May 9, 2018. The motion passed unanimously.

9.18 Resolutions on City Website

Councilor Jorgenson felt Resolutions should be on the website to be available for the public to view if they would like to see them. After discussion it was decided the entire agenda packet would be posted on the website before the monthly council meetings.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in March

- o Agenda Packets/Meeting Minutes
- o Bank Deposits and Bank Reconciliation
- o Completed and Submitted PFA Form
- o Completed Information for Coastal Grant
- o Created Return to Work Form
- o Attended MN Power Meeting
- o Phone Conference with P. Steinman C. Virta
- o Research Non-Liable Spouse Information for Revenue Recapture
- o UDSA Legal Agreement
- o Updated Information on Website
- o Attended Clerks Conference
- o AP Batch Review
- o Prepare Cemetery Deed
- o Updated Information for WLSSD Grant

I will be out of the Office April 30 – May 4 to attend my final year of Clerk School!

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 – need to update some hoses and turn compressor up
 Ordering badges, jackets, name tags
 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) – installing power steering
 601 ambulance repairing amplifier
 Planning for annual training

Call by Type

Medical: 175

Vegetation Fires: 1

False Alarm: 9	Working Structure Fire: 4
Hazardous Condition: 4	Service Call: 2
Rescue: 1	Transport: 3
Vehicle Accident w/out extrication: 11	Lift Assist: 1
Vehicle Extrication: 1	Chimney Fires: 0
Vehicle Fires: 2	Other: 0
	Total # of Runs: 224

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
 Monthly reports
 Trailer for Cemetery
 School meeting

City Hall Quotes
 Jonah passed Water class
 Sewer video review
 Move snow
 Talked with Rick – he passed CDL permit
 Using comp time
 Steamer frozen sewer line
 Waiting for spring.....

10.04 Library Director Report

- o Council meeting
- o Community News article
- o Twin Lakes Township annual meeting
- o Sort & add donated books
- o Begin updating Library procedures
- o COMPASS meeting
- o Weeded picture books
- o Added books from OCLC
- o Submitted annual report
- o Outreach to South Terrace for I love to read month
- o Made & distributed flyers for schools
- o April contests prep
- o Order Summer Reading supplies
- o

Beth worked on:

- Display tax forms
- Organized graphic novels
- Cutting bookmarks and handouts
- Organized fiction
- Replacing unreadable spine labels
-

Craft day: 3 adults, 3 children – and fun was had by all

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

Closing on School Land – Thursday, April 12, 2018 @ 10:00am

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

Meeting with Wrenshall to Discuss Water/Sewer Operator– Wednesday, April 18, 2018 @ 10:00am

Oldenburg House Press Event – Thursday, April 26, 2018 @ 11:00am

JPB Meeting – Thursday, April 26, 2018 @ 6:00pm

City Council Meeting – Wednesday, May 9, 2018 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to adjourn the meeting, the time being 7:42 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer