

**Carlton City Council
Meeting Minutes
Wednesday, May 9, 2018**

1.00 Call to Order & Pledge of Allegiance

1.01 Oath of Office

Oath of Office was administered to Brent Bodie

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, R. Jorgenson, B. Bodie

Council Absent:

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

Others Present: Timothy Soden-Groves, Diane Soden-Groves, Amber Hammitt, Dan Piri, Tory

Cawcutt, Ron Tondryk

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 Gustafson to approve the Agenda with the following additions: **9.24 Pay Raise for Clerk-Treasurer, 9.25 TIF District.** 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, April 11, 2018; Board of Appeal and Equalization, April 17, 2018

4.02 Approval of Bills: Exhibit A dated May 9, 2018 in the amount of \$51,145.60.

4.03 Approval of Bills: Exhibit B dated May 9, 2018 in the amount of \$29,990.03, presented at the meeting.

4.04 Approval of Check Numbers – 31735 - 31820.

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 MacDonald and seconded by Councilor Jorgenson 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

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

7.01 Thank you from Community Education for Father Daughter Ball Donation

7.02 Thank you from Carlton Dooms Day Dogs

7.03 Open Skating Donation Request – Four Season

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve and an additional \$2,000.00 donation, to be reviewed annually, from Charitable Gambling for the 2018/2019 Open Skate Season. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2018-18 - Resolution Accepting Grants and Donations to the City Library

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to pass Resolution 2018-18 accepting donations made to the City Library. The motion passed unanimously.

ROLL CALL

Bodie	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

Plans and Specs are at the Minnesota Department of Health (MDH) for review. Does not look like the project will get a direct appropriation but grant dollars from Public Facilities Authority is looking promising.

9.02 Donohue Invoice

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve payment of Donohue invoice 13233-12 in the amount of \$7,125.99. The motion passed unanimously.

9.03 Fire Department Expansion

Project is being scaled back due lack of sufficient funding. Increased living space and meeting room space are the top needs. New plans are being drawn up for those two (2) needs.

UNFINISHED BUSINESS

9.03 Hiring of Ricky Romanoski

A Motion was made by Councilor Gustafson and seconded by Councilor Bodie to approve the hiring of Ricky Romanoski effective April 24, 2018 with a starting wage of \$13.50 to be increased to \$14.00 after a 90-day probationary period. The motion passed unanimously.

9.04 Thomson Bell and Historical Plaque

Department of Natural Resources (DNR) is not opposed to the plan but, they want to see a drawing or plan before approval would be given.

9.05 Thomson Flag Pole

9.06 Positive Drug and Alcohol Testing Policy

Policy will be updated with suggested changes.

9.07 Family and Medical Leave Act (FMLA) Policy

Policy will be updated with suggested changes.

9.08 Friends of Animals Contract

Revisions made by League of MN Cities (LMC) Staff Attorney to be sent to Friends of Animals. Contact surrounding Cities and Townships to see if interested in a joint meeting to discuss contract changes.

NEW BUSINESS

9.09 A. Hammitt – Concerns

Ms. Hammitt stated her concerns about the quality (color) of her water and would like a resolution to the issue. Double parking in front of the dumpster is causing visibility issues when pulling into the street, also garbage from the dumpster is not being picked up in a timely manner.

9.10 Ron Tondryk – Property Split for C. Thomson

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the requested property split after documentation is provided indicating the parcels meet the requirements for installation of a septic system. The motion passed unanimously.

9.11 2018 1st Quarter Ambulance Write-Offs - \$145,602.56

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve 2018 1st Quarter Ambulance Write-Offs in the amount of \$145,602.56. The motion passed unanimously.

9.12 Resignation of Steve Schmidt – Fire Department Captain

A Motion was made by Councilor Gustafson and seconded by Councilor Bodie to accept the resignation of Captain Steve Schmidt from the Carlton Fire Department. The motion passed unanimously.

9.13 Approve Carlton Amateur Hockey Association Board Members

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve the 2018/2019 Carlton Amateur Hockey Association Board Members. The motion passed unanimously.

9.14 Updates to Water/Sewer Operator Contract with Wrenshall

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve the changes to the Water/Sewer Operator contract. The motion passed unanimously.

9.15 2005 Dump Truck Repairs

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve repairs (new injectors) in the amount of \$6,825.22 to the 2005 Dump Truck. The motion passed unanimously.

9.16 Heater Quotes – handicap ramp area

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the heater quote from Brent's Heating & Cooling in the amount of \$2,736.00. The motion passed unanimously.

9.17 Council Packet Delivery and Payroll Information

Council members would like to receive the agenda packets in paper form. Exhibit with total dollar amount of payroll is acceptable.

9.18 Plan Review Fee Waiver

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve refunding \$719.94 of the plan review fee, for permit # 18-03. The motion passed with Councilor MacDonald abstaining.

9.19 Emergency Evacuation Site for Carlton County Zoning (8 people)

City Hall can be an evacuation site for all Carlton County Employees.

9.20 Inter-Facility Transfers Policy

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Inter-Facility Transfers Policy as presented. The motion passed with Councilor Bodie abstaining.

9.21 Cemetery Expansion Quotes

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve the quote from Omar's Sand & Gravel, Inc. in the amount of \$16,988.00. The motion passed unanimously.

9.22 Little Free Library – Carlton County Extension Office

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to install a "Little Free Library" box by the Carlton County Extension Office. The motion passed unanimously.

9.23 Thomson Lift Station Quote

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the quote from Minnesota Pump Works in the amount of \$6,042.00. The motion passed unanimously.

9.24 Pay Raise

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve a .50 pay raise for the Clerk-Treasurer for completing the third (3rd) year of Minnesota Clerks and Finance Officers Institute. The motion passed unanimously.

9.24 TIF District

Council may be receiving an application for a TIF District along School Avenue.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in April

- Agenda Packets/Meeting Minutes
- Bank deposits and bank reconciliation
- Closing on land purchase from ISD93
- Attended FD building committee meeting
- Email communication with Paul Steinman on FD expansion
- Updates to Coastal Grant
- Attended Safety and Loss Prevention Workshop
- E-mail clean-up
- Board of Appeal and Equalization Meeting
- Met with Wrenshall to go over water/sewer maintenance contract
- Continued with records room clean-up
- Updated LUCA information for 2020 Census
- Updates to time card
- Wrote letter of support for WLSSD and Oldenburg House
- Created spreadsheet to record all Street Vacation and Variances
- Gather information for work comp audit
- Set up pre-employment screening for new shared maintenance employee
- Gather information for new council member
- Completed Salary Survey
- Sent Election Judge Recruitment Letters
- Revenue Recapture entries and letters

Carol Conway
Clerk-Treasurer

10.02 Fire Chief Report

Firehall expansion meetings – Having meetings with ARI – evaluating what we can afford
Recruitment planning for spring
Resignation of Captain Steve Schmidt.
Added more storage for SCBA's given free from Carlton County Chiefs association – need to update some hoses and turn compressor up - Complete
Ordering badges, jackets, name tags
Grants with New Emergency manager – getting lift jackets, throw bags and possible inflatable boat
Zuercher CAD (computer-aid dispatch) – did training hoping to do contract soon and mount
Hope to install new tank/box combo on Rescue 1
601 ambulance repairing amplifier and circuit board
Doing gun raffle -\$5 a ticket, 3-gun raffle
Members going to Geriatric conference in cities
We have 5 members finishing FF I&II

Call Volume for as of March 31, 2018

Medical: 230	Vegetation Fires: 4
False Alarm: 14	Working Structure Fire: 7
Hazardous Conditions: 5	Service Call: 3
Rescue: 1	Transport: 6
Vehicle/Accident w/out extrication: 13	Lift Assist: 13
Vehicle Extraction: 1	Chimney Fires: 0
Vehicle Fires: 3	Other: 1
	Total # of Runs: 301

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

Worked with Donohue water project
Funding
Water plant design review
Cathodic Protection – needs to be repaired –
Water samples Wrenshall
Wrenshall meeting – reevaluate overtime
Hearing at the State
City hall quotes
Sewer video demo
Rick started, working on taking CDL test
Using comp time – working on house
Picking up garbage
Going to sweep dirt
Getting mowers started
Wings off dump trucks
Blue truck – had at International in Duluth, brought to Cities for second opinion
Carlton Clean May 14th
County to come patch streets
County sweep after patching

Respectfully, Derek Wolf
Public Works Superintendent

10.04 Library Director Report

- Council meeting
- Sort & add donated books
- Made & distributed flyers for schools
- April contests
- Created Summer Read flyers
- Basket Raffle
- Mandatory ALS Training – Hiring Practices & Data Privacy

Beth worked on:

- Prepped craft examples for summer
- Donated books
- Weeding Fic
- Cleaning
- Worked with student helper
- Supervised child working off fines

Legacy Program – Animal Tails 2 adults, 2 children

Jodie Johnson
Library Director

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

12.01 Election Administration Training, May 23, 2018 – Office will be closed 8:00 am – 10:00am

12.02 Joint Powers Board Meeting, May 31, 2018 @ 6:00pm

12.03 MS150 Bike Ride, June 9 2018

12.04 Carlton County Community Bike Ride, June 10, 2018

12.05 Regular Council Meeting, June 13, 2018 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to adjourn the meeting, the time being 8:10 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer