

**Carlton City Council
Meeting Minutes
Wednesday, June 13, 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, R. Jorgenson (arrived at 6:08), B. Bodie

Council Absent:

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

Others Present: Diane Soden-Groves, Doug Omar, John Korienek, Andrew Omar, Alex Omar, Grant Isaacson

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 addition: **9.03B – Cemetery Project**. 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, May 9, 2018

4.02 Approval of Bills: Exhibit A dated June 13, 2018 in the amount of \$75,734.62.

4.03 Approval of Bills: Exhibit B dated June 13, 2018 in the amount of \$10,581.14, presented at the meeting.

4.04 Approval of Check Numbers – 31736 - 31885.

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.

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

7.01 Donation Request – Carlton Community Education 1st Annual STEM Camp

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to make a Charitable Gambling donation in the amount of \$1,628.77 to Carlton Community Education for the 1st Annual STEM Camp. The motion passed with Councilor Gustafson abstaining.

7.02 Donation Request – Girl Scout Troop 425 - Summer Day Camp

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to make a Charitable Gambling donation in the amount of \$200.00 to Girl Scout Troop 425 for the Summer Day Camp. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2018-19 - Resolution Accepting Grants and Donations to the City Library

A Motion was made by Councilor Gustafson and seconded by Councilor Bodie to pass Resolution 2018-19 accepting donations made to the Carlton Area 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 Minnesota Department of Health (MDH) and should be certified by June 30, 2018. Public Facilities Authority (PFA) will be reviewing requested documentation sent to them on June 6, 2018.

9.02 Donohue Invoice

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-13 in the amount of \$3,099.73. The motion passed unanimously.

9.03 Fire Department Expansion

Plan has been revised to only add meeting space and living quarters at the Fire Hall and to build a detached garage for storing equipment that is not used often.

9.03B Cemetery Project

Andrew Omar was present to explain why invoice #8356 was \$4,530.91 higher than the estimate approved on May 9, 2018. After much discussion (question/answer session) it was decided to pay \$16,988.00 now and to consider the remaining amount after MN Power provides an invoice.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pay Omar's Estimate amount of \$16,988.00 The motion passed unanimously.

UNFINISHED BUSINESS

9.04 Thomson Bell and Historical Plaque

Councilor Gustafson will continue to work on this.

9.05 Thomson Flag Pole

Flag pole was removed June 11, 2018.

9.06 Positive Drug and Alcohol Testing Policy

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Positive Drug and Alcohol Testing Policy. The motion passed unanimously.

9.07 Family and Medical Leave Act (FMLA) Policy

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the FMLA Policy. The motion passed unanimously.

9.08 Friends of Animals Contract

Meeting scheduled with surrounding Cities and Townships – June 21, 2018 @ 10:00am

9.09 A. Hammitt water concerns

NEW BUSINESS

9.09 Randy Tollefson - was not present

9.10 Approval of Election Judges: Jodie Johnson, Larry Penk, Rosemary Tobin, Lillian Moore, Melissa Maki, Cindy Macaulay

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the above to serve as Election Judges for the 2018 Primary and General Elections. The motion passed unanimously.

9.11 Building Permit Fee Schedule

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to update the building permit fee schedule to match the State of Minnesota Building Permit Fee Calculator. The motion passed unanimously.

9.12 Zoll Medical Quote

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve the quote in the amount of \$7,414.84 from Zoll Medical for SPCO Monitors. The motion passed unanimously.

9.13 Feasibility Study Quotes

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve a Feasibility Study for West Webbeking Drive after a funding package has been presented to the City from PFA. If a Feasibility Study is needed a contract will be signed with MSA in the amount of \$11,500.00. The motion passed unanimously.

9.14 Burial Pods

Discussion was held on possible areas in the cemetery for possible use of biodegradable burial pods.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in May

- o Agenda Packets/Meeting Minutes
- o Bank deposits and bank reconciliation
- o Attended final year of Clerk School
- o Temporary Liquor License Research
- o Cemetery Sales, Burials, Locates
- o Munger Trail Re-route Maps and signs
- o Update water/sewer contract with Wrenshall
- o Meet with other Cities, Township and County about Friends of Animals contract
- o Update Website
- o Election Administrators Training
- o Annual Meeting with CW

- o Meet with Bill and Andy (Building Officials)
- o Create Summer Help job description
- o Assessment Searches
- o MN Dot Application for Carlton Daze road closure
- o Utility Easement for WTP project

Jodie at training – June 20-22, 2018 – Clerk’s Orientation – St. Cloud
Jodie at training – June 25, 2018 – Banyon Reports – Bloomington

Carol on vacation - July 9 – 16, 2018

Carol Conway
 Clerk/Treasurer

10.02 Fire Chief Report

Firehall expansion meetings – Having meetings with ARI – evaluating what we can afford, possibly adding separate garage and just adding on training room
 Recruitment planning for spring – Walk through complete, possible new members
 Ordering badges, jackets, name tags
 Grants with New Emergency manager – getting lift jackets, throw bags and possible inflatable boat
 Possibly getting old patrol boat
 Zuercher CAD (computer-aid dispatch) – did training hoping to do contract soon and mount, figuring out contract
 Hope to install new tank/box combo on Rescue 1
 601 ambulance repairing amplifier and circuit board, now speakers....
 Doing gun raffle -\$5 a ticket, 3 gun raffle
 Lots of calls,
 Several transfers

Call Volume for as of March 31, 2018

Call by Type

Medical: 286	Vegetation Fires: 10
False Alarm: 18	Working Structure Fire: 8
Hazardous Condition: 8	Service call: 3
Rescue: 1	Transport: 9
Vehicle Accident/w/out extrication: 14	Lift Assist: 15
Vehicle Extrication: 1	Chimney Fires: 0
Vehicle Fires: 3	Other: 2

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

Worked with Donohue water project
 Funding
 Water plant design review
 Meter pit design
 Twin lakes public meeting
 Cathodic Protection – needs to be repaired – Fall
 Water samples Wrenshall
 Wrenshall meeting
 City hall quotes
 Using comp time – working on house
 Picking up garbage
 Wings off dump trucks
 County to come patch streets
 County sweep after patching
 Scanlon water tap
 Cemetery expansion
 Graves

Memorial Day
Jay Cooke water line meetings and prep
Swiftwater meter
Search for curb stops, 950 chestnut and 41 Dalles Ave
Lots of locates

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Library Director Report

- o Council meeting
- o Sort & add donated books
- o Attended ALS webinar on computer help
- o Delivered Summer Reading flyers to Carlton & Wrenshall
- o Delivered ice cream treats for winning classroom poetry entries
- o Scheduled posts for Facebook
- o Policy updates

Beth worked on:

- Donated books
- Displayed April contest entries
- Weeding
- Cleaning

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 FOA Meeting – Cloquet City Hall – Thursday, June 21, 2018 @ 10:00am**
- 12.02 Joint Powers Board Meeting – Carlton City Hall – Thursday, June 28 2018 @ 6:00pm**
- 12.03 Closed – Wednesday, July 4, 2018**
- 12.04 Regular City Council Meeting, Wednesday, July 11, 2018 @ 6:00pm**
- 12.05 Election Judge Training – Monday, July 16, 2018 @ 8:30am**
- 12.06 Carlton Daze – July 27-29, 2018**

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 8:18 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer