

**Carlton City Council
Meeting Minutes
Wednesday, July 11, 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, B. Bodie

Council Absent:

Staff Present: Public Works Superintendent, D Wolf; *Deputy Clerk, J. Johnson*

Others Present: Joe Broneak, Jessie Sobczak, Dave Sobczak, Chris Rousseau, Timothy 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 MacDonald and seconded by Councilor Bodie to approve the Agenda with the following additions: **9.14 Speeding on Dalles Avenue, 9.15 Bank Building, 9.16 337 North Avenue, addition to 9.09 Temporary Liquor License & Funding Request.** 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, June 13, 2018

4.02 Approval of Bills: Exhibit A dated July 11, 2018 in the amount of \$239,508.61.

4.03 Approval of Bills: Exhibit B dated July 11, 2018 in the amount of \$19,237.69 presented at the meeting.

4.04 Approval of Check Numbers – 31886 – 31958, Void # 31959.

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 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 Carlton Community Education 1st Annual STEM Camp

7.02 Donation Request – Inter-Faith Care Center

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to make a Charitable Gambling donation in the amount of \$200.00 to Inter-Faith Care Center. The motion passed unanimously.

7.03 Donation Request – All-American Sports Posters

On hold until August Regular Council Meeting.

7.04 Communication – Carlton Recycling Shed

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2018-20 - Resolution Establishing the City of Carlton as a Pollinator Friendly City

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to pass Resolution 2018-20 Establishing the City of Carlton as a Pollinator Friendly City. The motion passed unanimously.

ROLL CALL

Bodie	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

Councilor Gustafson suggested some education/outreach about being Pollinator Friendly.

8.02 Resolution 2018-21 Resolution Supporting City of Cloquet Animal Impound Facility

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to pass Resolution 2018-21 Supporting City of Cloquet Animal Impound Facility. The motion passed unanimously.

ROLL CALL

Bodie	Aye
Jorgenson	Aye
MacDonald	Aye
Gustafson	Aye
Bureau	Aye

8.03 Update to Ch.07-Part 8 – Abandoned Vehicles

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve an update to City Code Chapter 7, Part 8 – Abandoned Vehicles. 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)

Waiting for final plans so they can be reviewed before the project goes out for bid. The project is set to go out for bid on July 26, 2018 with a closing date of August 31, 2018. Public Utilities Authority (PFA) will determine grant vs. loan amount after bids are opened and before a winning bid is awarded.

9.02 Donohue Invoice

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-14 in the amount of \$5,607.50. The motion passed unanimously.

9.03 Fire Department Expansion

Additional space will be added for training and living space. A 30x60 detached garage is also planned to be used for storage of vehicles and equipment that is not used on a regular basis.

UNFINISHED BUSINESS

9.04 Thomson Bell and Historical Plaque

Wrenshall shop kids may be able to build a structure for the Thomson Bell and Historical Plaque. A sketch will be sent to Marty Torgerson -Department of Natural Resources for approval.

9.05 Friends of Animals Contract

Friends of Animals released information letting the public know they will be closing August 5, 2018 due to lack of funds.

9.06 A. Hammit Water Concerns

Nothing new.

NEW BUSINESS

9.07 Dave Sobzak – Motorized Vehicles on Bike Trail

Council directed Public Works Superintendent to post “NO ATV” signs for trail connector between South Avenue and Birch Avenue. Also, check on the signage for the bike trail by the VFW.

9.08 Chris Rousseau – Dam Safety

Work continues on in the Thomson Reservoir. The Dam off Vermillion Street is a concrete basin with rock fill. The improvement on the dam will allow for 23% more flow of water. After work is completed this summer the temporary fence will be removed and the parking lot will be re-opened up to the public.

Councilor Jorgenson inquired as to the condition of the concrete wall on the dam, Mr. Rousseau said the concrete is in good condition, any concrete work that needs to be done at this point is cosmetic.

Councilor Jorgenson inquired on how the gates are opened. The gates can be opened remotely and/or manually.

Dam operations are considered critical infrastructure so the independent dam report is classified and cannot be released to the public.

Councilor Gustafson asked about a trail proposal that was submitted to Minnesota Power (MN Power) a couple of years ago and denied, has there been any change? Mr. Rousseau responded that MN Power is not interested in developing any land into trails at this time. The maintenance on existing trails is more than they would like to have.

9.09 Emily Swanson – Honey Bee Friendly City

Glenn and Emily Swanson gave a slide presentation on the upcoming Honey Bee Festival. **9.09A A Motion** was made by Councilor Gustafson and seconded by Councilor MacDonald to approve a Temporary 1-4 day Liquor Permit pending review of State of Minnesota Liquor Laws and City requirements. The motion passed unanimously.

9.09B A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve a Charitable Gambling contribution in the amount of \$500.00 to the Family Music Picnic sponsored by Oldenburg Arts and Cultural Community. The motion passed unanimously.

9.10 Supplemental (Outdoor) Liquor License Application – Third Base Bar & VFW Post 2962

A Motion was made by Councilor Ruth Jorgenson and seconded by Councilor Bodie to approve the Supplemental Liquor License Applications for Third Base Bar and VFW Post 2962 for Friday, July 27, 2018 – Sunday, July 29, 2018 if the Extra Patrol Fee is paid by July 27, 2018. The motion passed unanimously.

9.11 Mandatory Payroll EFT starting 1/1/2019

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to require EFT for payroll starting January 1, 2019. The motion passed with Councilor Gustafson voting Nay.

9.12 National Night Out – City resident mailing

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to authorize a resident mailing for National Night Out. The motion passed unanimously.

9.13 Hydrant Repairs

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the Fobbe Contracting, Inc. invoice in the amount of \$3,200.00 for fire hydrant repairs on four (4) separate fire hydrants. The motion passed unanimously.

9.14 Speeding on Dalles Avenue

Resident Joe Broneak was present to discuss the speeding that is occurring on Dalles Avenue. Discussion on what can be done to slow traffic down. Grant funds may be available through Toward Zero Death (TZD) to focus extra patrol on “Speed Shifts”.

9.15 Bank Building

Canopy will be removed and parking lot enlarged. Council would like to see the weed garden cleaned up.

9.16 337 North Avenue

Property owner has until July 20, 2018 to get the lot cleaned up.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in June

- o Agenda Packets/Meeting Minutes
- o Bank deposits and bank reconciliation
- o Compile Information for MN Dept. of Health (MDH)
- o Cemetery Sales, Burials, Locates
- o Assessment Searches
- o Utility Easement and Well Easement

- o Pollinator City Resolution
- o Work on an Assessment Policy
- o Tax Levy Allocation
- o Meeting with LMC Representatives
- o Animal Control meeting with other Cities
- o Meet with Wrenshall on Water/Sewer Operator Contract
- o Verify Account Payables
- o Update Fee Schedule

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

Firehall expansion meetings – Having meetings with ARI – evaluating what we can afford. Looking to add 30'X60' separate garage and a 1100 SQ FT training room to the south. Meeting with fireboard on 7-18-18 to present option. Meeting on 8-15-18 to approve 2019 budget

Recruitment planning for spring – Walk through complete, possible new members. Hope to follow up with potential people 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

Doing gun raffle -\$5 a ticket, 3 gun raffle

Met with BBC for planning for the 25th anniversary event

National night out planning

Carlton Daze planning, 5K, Demo

Coordinating Fair demo

Getting quotes for fence replacement, driveway moving and tearing the house down next to the Firehall. Hopefully August meeting to tear house down a move driveway in Sept.

Call Volume for as of March 31, 2018

Call by Type

Medical: 328	Vegetation Fires: 12
False Alarm: 20	Working Structure Fire: 10
Hazardous Condition: 8	Service Call: 3
Rescue: 1	Transport:12
Vehicle Accident w/out extrication: 18	Lift Assist: 17
Vehicle Extrication: 2	Chimney Fires: 0
Vehicle Fires: 3	Other: 2
	Total # of Runs: 436

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

- *Worked with Donohue water project*
 - o *Funding*
 - o *Water plant design review*
 - o *Well #5 Staking*
- *Cathodic Protection – needs to be repaired – Fall (end of Aug)*
- *Water samples Wrenshall*
- *Wrenshall meeting*
- *Cemetery expansion – add more topsoil*
- *Sewer back up in Wrenshall*
- *Hydrant Flushing Wrenshall*
- *GIS in Wrenshall for mapping*
- *Mowing, city, cemetery, disc golf*
- *Sidewalk replacement*
- *Hydrant repairs – Fobbes contracting*

- *Manholes Dalles Ave*
- *Flush sewer line*
- *Working on sewer cleaning quotes for August*
- *Ordering tools for new truck*
- *Jay Cooke water line meetings and prep for disinfection*
- *Carlton Hydrant Flushing July 9th*

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Library Director Report

- Council meeting
- Sort & add donated books
- Outreach to Wrenshall Latch Key – 8 children, 2 adults
- New Books
- Begin 2019 budget
- Brondini Magic Show – 25 children, 9 adults
- PreK/K rain sticks – 5 children, 4 adults
- History/fable book display

Beth worked on:

- Donated books
- Cleaning
- Outreach to Bulldogs Kids Care – 9 children, 3 adults
- 1st & up rain sticks – 1 child, 0 adults

Jodie Johnson
Library Director

10.05 Council Member Report

Councilor Jorgenson would like a sign by the apple trees that says “Carlton City Orchid”

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

12.01 Voyageurs Half – Saturday, July 14, 2018

12.02 Election Judge Training – Monday, July 16, 2018 @ 8:30am

12.03 Fire Board Meeting – Wednesday, July 18, 2018 @ 6:00pm at the Fire Hall

12.04 Joint Powers Board Meeting – Wednesday, July 25, 2018 @ 6:00pm

12.05 Carlton Daze – July 27-29, 2018

12.06 Regular Council Meeting – Wednesday, August 8, 2018

12.07 National Night Out – Tuesday, August 7, 2018

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to adjourn the meeting, the time being 8:06 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer