

**Carlton City Council
Meeting Minutes
Wednesday, August 8, 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: Diane Soden-Groves, Dawn Browne, Yvette Majjala, Arne Majjala

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: **9.20 Permanent Hiring of Ricky Romanoski; 9.21 Arbor Day Trees.** 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, July 11, 2018

4.02 Approval of Bills: Exhibit A dated August 8, 2018 in the amount of \$90,256.83.

4.03 Approval of Bills: Exhibit B dated August 8, 2018 in the amount of \$44,513.30 presented at the meeting.

4.04 Approval of Check Numbers – 31960 – 32042, Void # 31999.

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 Girl Scout Troop 4225

7.02 Ragnar Relay 2019

The 2019 Ragnar Relay Race will be coming to Carlton August 16 & 17, 2019.

7.03 Donation Request from Oldenburg House on July 11, 2018 (Agenda Item 9.09B)

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to **rescind** a Charitable Gambling contribution in the amount of \$500.00 to the Family Music Picnic sponsored by Oldenburg Arts and Cultural Community. The request was not an allowable use of Charitable Gambling funds. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

9.00 General Business

PROJECT UPDATES

**9.01 Joint Powers Board (JPB)
Donohue Invoice**

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve payment of Donohue invoice 13233-15 in the amount of \$6,270.00. The motion passed unanimously.

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve the Amendment to Owner-Engineer Agreement; Amendment #2 in an amount not to exceed \$8,000.00. The motion passed unanimously.

9.02 Fire Department Expansion

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to approve the quote from A-1 Fence in the amount of \$9,343.50 for a new fence to be placed behind the fire hall and the quote from D&B Trucking and Excavating in the amount of \$46,790.00 to remove the house at 88 4th Street, level lot, remove rock and install new driveway with blacktop. Items one (1) and two (2) on the D & B quote will not be completed. The motion passed unanimously.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve Resolution 2018-23 *Resolution Making a Declaration of Official Intent to Reimburse Expenditures from an Issue of Tax Exempt Bonds*. The motion passed unanimously.

Roll Call

| | |
|--------------|-----|
| B. Bodie | Aye |
| R. Jorgenson | Aye |
| H. MacDonald | Aye |
| A. Gustafson | Aye |
| K. Bureau | Aye |

UNFINISHED BUSINESS

9.04 Thomson Bell and Historical Plaque

9.05 Friends of Animals Contract

9.06 A. Hammit Water Concerns

Item will be removed from agenda.

9.07 Donation Request – All-American Sports Posters

Council denied request from All-American Sports Posters. Not an eligible Charitable Gambling Expense.

NEW BUSINESS

9.08 2019 Audit

Council directed staff to contact Wipfli to obtain a three (3) year audit quote for the City and Fire Relief Association.

9.09 Request for Liquor License

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the issuance of an On-Sale Liquor License to Magnolia Café, LLC. upon approval from the Department of Alcohol and Gambling. The motion passed unanimously.

9.10 Fire Relief Liquor at the Fire Hall – September 8, 2018

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to allow the Fire Relief Association to provide alcohol at the Fire Hall on September 8, 2018 for the annual steak fry. The motion passed unanimously.

9.11 Fire Service Contract Updates

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the updated Fire Service Contract as presented. The motion passed unanimously.

9.12 2nd Quarter Ambulance Write-Offs

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve 2nd Quarter Ambulance Write-Offs, in the amount of \$165,436.45. The motion passed unanimously.

9.13 Cemetery Plot Sale Request

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the sale of Plot 1 of Lot 389 in Section 4. Lot 389 is a designated Tree Lot so this approval allows for **cremation burial only**. The motion passed unanimously.

9.14 Bedrock Flint Invoice

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the invoiced amount of \$35,000.00 submitted by Bedrock Flint. The motion passed unanimously.

9.15 Omar's Sand and Gravel Invoice

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to send a letter to Omar's Sand and Gravel explaining why the Council is not approving the invoiced amount and is approving a payment of \$800.00 for the cemetery expansion project completed on June 8, 2018. The motion passed unanimously.

Roll Call

| | |
|--------------|-----|
| B. Bodie | Aye |
| R. Jorgenson | Aye |
| H. MacDonald | Aye |
| A. Gustafson | Aye |
| K. Bureau | Aye |

9.16 Radio Quote

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the quote from Motorola Solutions in the amount of \$2,655.50 for a radio to be installed in the 2017 Ford F250. The motion passed unanimously.

9.17 337 North Avenue

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the quote from Great Lakes Pike Service in the amount of \$16,390.00 for sewer jetting and video inspection. The motion passed unanimously.

9.18 Manhole Cleaning Quote

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the quote from Innovative Foundation Supportworks in the amount of \$5,170.00 for cleaning and lining of Manhole 56 & Manhole 83. The motion passed unanimously.

9.19 Preliminary Budget

A Budget meeting was set for August 15, 2018 @ 7:00pm.

9.20 Ricky Romanoski

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the permanent hiring of Ricky Romanoski. The motion passed unanimously.

9.21 Arbor Day Trees

Councilor Jorgenson would like to see the City offer Arbor Day Trees to City residents to plant in yards and on boulevards. These trees would be owned and maintained by whoever planted them. This would allow the City have both mature and young trees.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in July

- o Agenda Packets/Meeting Minutes
- o Bank deposits and bank reconciliation
- o Election Training
- o Cemetery Sales, Burials, Locates, Deeds
- o Assessment Searches
- o Research on Liquor License
- o Research Charitable Gambling Request
- o New Postage Machine Issues
- o FOA Meetings
- o Ordinance Updates
- o Update Fire Contract
- o Fire Board Meeting
- o Update Website
- o Revenue Recapture Letters

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 an 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

Carlton Daze demo, open house and raffle went very well. 600 hotdogs, 16 gallon keg of rootbeer. Thank you for all the support

Met with BBC for planning for the 25th anniversary event, we will have crews there from noon till midnight 8-18-2018

National night out planning, 8-7-18 in DNR park 5:30 to 7:00

Carlton County Fair coverage for oval races. Friday Evening

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

Call Volume for as of July 31, 2018

Call by Type

Medical: 386

False Alarm: 25

Hazardous Condition: 9

Rescue: 1

Vehicle Accident w/out extrication: 22

Vehicle Extrication: 3

Vehicle Fires: 5

Vegetation Fires: 12

Working Structure Fire: 12

Service Call: 4

Transport: 26

Lift Assist: 19

Chimney Fires: 0

Other: 2

Total # of Runs 526

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

Worked with Donohue water project

Funding

Water plant final review

Cathodic Protection – needs to be repaired – August 30th

Water samples Wrenshall

Cemetery expansion – add more topsoil

Sump pump connection 2nd street

Mowing, city, cemetery, disc golf

Working on sewer cleaning quotes

Ordering lights and plow for new truck

Jay Cooke water line disinfection and sampling

City hall tuck pointing project

Remove old piping in boiler room

Grave at Cemetery

Carlton Daze

Crosswalk and curb painting

Out house prep

Respectfully,

Derek Wolf

Public Works Superintendent

10.04 Library Director Report

- Council meeting
- 2019 budget
- PreK/K Sea creatures – 7 children, 2 adults
- Outreach to Bulldogs Kids Care – 5 children, 2 adults
- Sea creature book display
- Book & Bake Sale
- FOL meeting
- Library Board meeting
- Planned hiring process for new Library Director
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Beth worked on:

- Donated books
- Cleaning
- Sean Emory Juggling – 16 children, 6 adults
- 1st & up Sea Creatures – 9 child, 2 adults
- Climb Theater – 16 children, 6 adults

Jodie Johnson
Library Director

10.05 Council Member Report

10.06 Mayor Report

Meeting attendee Dawn Browne commended the Public Works Department for the excellent clean up after Carlton Daze. The streets/sidewalks were awesome Monday morning.

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

12.01 Primary Election Day – August 14, 2018

12.02 Annual Fire Board Meeting – August 15, 2018 @ 6:00pm

12.03 Bid Opening – August 31, 2018 @ 10:00am – Carlton City Hall

12.04 Regular Council Meeting – September 12, 2018 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:25 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer