

Carlton City Council Meeting Minutes Wednesday, October 10, 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: H. MacDonald, R. Jorgenson, B. Bodie, A. Gustafson

Council Absent:

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

Others Present: Dawn Browne

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 Jorgenson to approve the Agenda with the following deletion - 9.11 Personnel Policy Update (duplicate); **Additions:** 9.13 Recreation and Fitness Voluntary Tax, 9.14 Shared Employee, 7.02 Donation Request – Carlton High School Baseball Turkey Bingo, 7.03 Carlton Area Hockey Association (CAHA) – Open Skate. 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, September 12, 2018, Special Meeting, September 27, 2018

4.02 Approval of Bills: Exhibit A dated October 10, 2018 in the amount of \$72,223.17.

4.03 Approval of Bills: Exhibit B dated October 10, 2018 in the amount of \$48,038.20 presented at the meeting.

4.04 Approval of Check Numbers – 32130 (August 2018) 32131-32197.

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 Jorgenson and seconded by Councilor Bodie 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 – Mother/Son Gala

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve a donation of \$500.00 from the Charitable Gambling fund to Carlton Community Education. The motion passed unanimously

7.02 Donation Request – Carlton High School Baseball – Turkey Bingo

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to approve a donation of \$200.00 from the Charitable Gambling fund to Carlton High School Baseball. The motion passed unanimously.

7.03 Donation Request – Carlton Area Hockey Association (CAHA) – 2019 Open Skate

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve a donation of \$4,000.00 from the Charitable Gambling fund to CAHA. The motion passed unanimously

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2018-27 Accepting Grants and Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve acceptance of a \$450.00 donation from the Friends of the Library for computer replacement and book purchase. The motion passed unanimously.

Roll Call

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

8.02 Personnel Policy Update

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve the Compensation Update to the Personnel Policy. The update will compensate employees who received licensures and certifications which further job skills. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to authorize Mayor Bureau to approve a Notice of Award to Municipal Builders Incorporated (MBI), sign a contract agreement with MBI and to issue a notice to proceed on October 11, 2018 for the construction of the Water Treatment Plant. The motion passed unanimously.

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to approve the payment of Donohue Invoice 13233-17 upon receiving a more detailed invoice. The motion passed unanimously.

9.02 Fire Department Expansion

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to pay D&B Trucking and Excavating Invoice 1082 in the amount of \$36,000.00. The motion passed unanimously.

UNFINISHED BUSINESS

9.03 Thomson Bell and Historical Plaque

Councilor Gustafson has prepared a letter to be sent to the Department of Natural Resources (DNR) outlining what the City would like to construct in order to display the Thomson Bell. Examples of the structure will be included with the letter.

9.04 Budget

9.05 Employee Reviews

Mayor Bureau will conduct employee reviews after she has compiled all comments provided by the Council.

NEW BUSINESS

9.06 Cancellation of Verizon Lease

Verizon will be cancelling the water tower lease effective October 31, 2018.

9.07 Approve Fire Department Officers

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve Brent Bodie as 2nd Chief; Brian Schubitzke and Travis Saari as Captains. The motion passed unanimously with Councilor Bodie Abstaining.

9.08 Public Information Meeting for Water Treatment Plant

A Public Information Meeting for the Water Treatment Plant was schedule for October 24, 2018 at 7:00pm

9.09 121 Vermillion Street – Sidewalk Replacement

Council directed staff to send a letter to the owners of property located at 121 Vermillion Street in regards to sidewalk repair.

9.10 Snow Pusher Quote

Quote was withdrawn.

~~**9.11 Personnel Policy Update**~~

9.12 Board of Appeal and Equalization Training

Clerk Conway informed the Council someone would need to take the training.

9.13 Increase Hours for Deputy Clerk (30 hours to 32 hours – prorate benefits)

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to increase the Deputy Clerk hours to 40 per week. The motion passed unanimously.

9.14 Shared Employee with Carlton Area Hockey Association (CAHA)/Four Seasons Sports Complex

City Council is on board to hire a part time employee to be shared with CAHA. An advertisement will be run in the Pine Journal.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in September

- Agenda Packets/Meeting Minutes
- Bank deposits and bank reconciliation
- Work with PFA on funding
- Liquor License Renewals
- Coastal Grant Administration Training
- Update Website
- Budgets
- Gather information on Fair Labor Standards and American Steel Compliance
- Send Mayor Recruitment Letters
- Address for new water treatment plant and property on Hillside Drive
- Search records room for documents

- Policy Updates
- Revenue Recapture

Jodie

- Payroll
- Accounts Payable/Account Receivable
- Bank Deposit
- Water billing and payments
- Submit Ambulance Runs
- Invoice Coding
- Door hangers/disconnects
- Exhibit

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

Firehall expansion meetings – met in sept, discussed next step. Meeting with ARI in October to break down prices and get garage proposal for quote purposes.

Recruitment – working on community members. 2 new members

Zuercher CAD (computer-aid dispatch) – training complete, sent agreement to Carlton County, signed quote, waiting for next step. Going to use old computers first to see how they work.

Hope to install new tank/box combo on Rescue 1 – being built-installing this month.

House next door down, Gravel driveway is in. hope to blacktop this month. So far so good.

Ladder testing in October 11th

Met with Emergency management, Wrenshall and Esko about regional grant thought FEMA. Carlton does not qualify but we are applying for individual grant for wildland gear and gear extractor (washer)

Met with Central Lakes College to talk training opportunities – plan on using next year with joint trainings.

EMR class started this fall – completed October 8th

Call Volume for as of September 30, 2018

Call by Type

Medical: 479	Vegetation Fires: 13
False Alarm: 33	Working Structure Fire: 12
Hazardous Condition: 15	Service Call: 4
Rescue: 2	Transport: 33
Vehicle Accident w/out extrication: 25	Lift Assist: 25
Vehicle Extrication: 5	Chimney Fires: 0
Vehicle Fires: 9	Other: 2
	Total # of Runs 657

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

- Worked with Donohue water project
 - Funding
 - Accept bids
 - Submittals
 - Met with township to talk numbers
- Water samples Wrenshall – Chlorine pump failure
- Mowing, city, cemetery, disc golf
- Sewer cleaning week of October 8th
- Dalles Ave lift station rebuild October 10th
- Ordering lights and center council for new truck (waiting on council)
- City hall tuck pointing project – complete – turned out good
- City hall sidewalk replacement – Compete – turned out good
- Remove old piping and electrical in boiler room – fixing water leaks now

- Hydrant painting
- Out house prep – week of 15th
- Power outage
- Carlton clean up October 22nd week
- Water main replacement hopefully October 29th week
- Pre-Con meeting for water plant oct 11th
- School Board meeting 15th to update on WTP
- Moving stuff into storage garage
- Office, update policies

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Library Director Report

- Council meeting
- Hired as Library Director
- FOL meeting
- Sent out No Bake Bake Sale fundraiser mailers
- Purchased and installed antivirus on all computers
- Delivered book marks to Carlton and Wrenshall schools
- 321 Art Studio: Arthur Zar’s Amazing Zebras – 5 children, 3 adults
- Planned process for hiring Library Aide
- Held interviews for Library Aide
- Hired Library Aide
- Started training Library Aide

Cathy worked on:

- Learning Library Aide position

Bethany Leseman
Library Director

10.05 Council Member Report

Councilor Jorgenson would like to get a tour of the Chemstar Facility. She also would like to visit with the Carlton County EDA to see if they could help revitalize the downtown area.

Councilor Gustafson requested an update on recycling can for the City and requested new garbage and recycling cans be put at Hidden View Park.

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

12.01 Regular Council Meeting – November 14, 2018 @ 6:00pm

12.02 Truth-in-Taxation Meeting – December 12, 2018 @ 6:00pm

12.03 Regular Council Meeting – December 12, 2018 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:08 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer