

Carlton City Council
Meeting Minutes
Wednesday, November 14, 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; Clerk, C. Conway; Librarian, B. Leseman

Others Present: Dawn Browne, Chris Sluiter (MBI), Paul Vernon, Derek Weets, Diane Soden-Groves, Timothy Soden-Groves, Ashley Hammerbeck (Donohue), Joe Jurewicz (MSA), Mike Soderstrom

3.00 Approve Agenda – Council members may add items to the agenda for discussion purposes or staff direction.

A Motion was made by Councilor Gustafson and seconded by Councilor Bodie to approve the Agenda as presented. 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, October 10, 2018, Special Meeting, October 4, 2018, October 24, 2018; Public Information Meeting, October 24, 2018.

4.02 Approval of Bills: Exhibit A dated November 14, 2018 in the amount of \$152,100.12.

4.03 Approval of Bills: Exhibit B dated November 14, 2018 in the amount of \$237,427.00 presented at the meeting.

4.04 Approval of Check Numbers – 32198-32272.

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 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 Thank you from Carlton Community Education – Mother/Son Gala

7.02 Thank you from Inter-Faith Care Center

7.03 Thank you from North Country Ride

7.04 Donation Request – Carlton VFW Auxiliary – Christmas Baskets

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve a donation of \$1,000.00 from Charitable Gambling funds for the Carlton VFW Auxiliary Christmas Baskets. The motion passed unanimously.

7.05 Resident Letter

A Motion was by Councilor Gustafson and seconded by Councilor Jorgenson to continue to charge water/sewer base rate fees and directed staff to write a letter to the resident explaining why base rate fees are charged. The motion passed unanimously.

7.06 Arrowhead Regional Development Commission

Arrowhead Regional Development Commission is looking for Nominees if anyone is interested contact Clerk Conway.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2018-28 Resolution Authorizing Change Orders

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to allow Public Works Superintendent to approve two (2) change orders per month up to \$5,000.00 and for a committee consisting of the Mayor, Clerk/Treasurer and Public Works Superintendent to approve one (1) change order of no more than \$10,000.00 without prior approval of the entire Carlton City Council. The motion passed unanimously.

Roll Call

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

8.02 Resolution 2018-29 Authorizing New Member in Regional Safety Group

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Agreement with the Lake Superior Regional Safety Group to provide mandatory OSHA training for employees. The motion passed unanimously.

Roll Call

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

8.03 Resolution 2018-31 Resolution Authorizing the Issuance and Sale of a \$2,175,099 General Obligation Revenue Note, Series 2018A and Providing for it's Payment.

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to approve Issuance and Sale of \$2,175,099 General Obligation Revenue Note. The motion passed unanimously.

Roll Call

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

8.04 Resolution 2018-32 Resolution Certifying Unpaid Charges

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to certifying unpaid utility charges to the Carlton County Auditors office. The motion passed unanimously.

Roll Call

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

8.05 Resolution 2018-33 Resolution Accepting a Donation to the Carlton Area Library

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to approve acceptance of a donation to the Carlton Area Library. The motion passed unanimously.

Roll Call

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

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB) – Project Update

Chris Sluiter (MBI) was present to introduce himself to the Council and to give an update on the project. Underground tanks are being put in this fall. Anticipated project shut down is the middle of December and start up April 2019. New water treatment plant will be up and running in October 2019 and the old water treatment plant will be taken down the spring of 2020.

Well #5 is being installed. Pump testing and water quality testing will be completed before the Well is sealed for the season.

9.01.1 Municipal Builders Incorporated (MBI) Pay Application

A Motion was made by Councilor Gustafson and seconded by Councilor Bodie to pay MBI Pay Application No. One (1) in the amount of \$201,854.10. The motion passed unanimously.

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to pay Donohue invoice 13233-18 in the amount of \$14,950.79. The motion passed unanimously.

9.02 Fire Department Expansion

The driveway is in and the fence is 80% complete.

UNFINISHED BUSINESS

9.03 Thomson Bell and Historical Plaque

9.04 Budget

Budget Meeting set for December 5, 2018 @ 5:30pm.

9.05 1% Voluntary Tax

Council directed staff to contact Minnesota Department of Revenue to inquire if a city can initiate a voluntary tax.

9.06 Board of Appeal and Equalization

Councilor Jorgenson has taken the training.

NEW BUSINESS

9.07 Paul Vernon – Tax Increment Financing (TIF) Discussion

Mr. Vernon and partners are proposing a two (2) story 30 unit 55+ apartment building and a 20-stall garage in the first (1st) phase of their planned project, and a two (2) story 25 unit 55+ apartment building in the second (2nd) phase. The development group will be looking for a 25-year TIF, financial break on water/sewer connection fees and a waiver of some of the TIF fees.

9.08 Third Quarter Ambulance Write-Offs

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve third (3rd) quarter ambulance write-off's in the amount of \$159,664.71. The motion passed unanimously.

9.09 Hinkley Ad

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to decline participating in the Hinkley Ad for year 2019. The motion passed unanimously.

9.10 City of Carlton/Carlton Amateur Hockey Association (CAHA) Cooperative Service Agreement

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the Cooperative Service Agreement with CAHA. The motion passed unanimously.

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve a sewer adjustment for rink flooding. The motion passed unanimously.

9.11 Hiring of Eric Rish

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to hire Eric Rish as a part-time employee to be shared with CAHA. The motion passed unanimously.

9.12 Contract with TransMedic for Ambulance Billing Services

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the contract with TransMedic for Ambulance Billing Services. The motion passed unanimously.

9.13 Renewal of Liquor Licenses

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve renewal of the four (4) city liquor licenses, with payment due at time of application. The motion passed unanimously.

9.14 Split Health Reimbursement Account (HRA) monies with Minnesota Deferred Compensation Plan (MNDPCP)

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to allow employees with an HRA account to split the City HRA contribution between an HRA account and a MNDPCP account. The motion passed unanimously.

9.15 Aquaponics Facility

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to deny a C2 Zoning area to be used as an Aquaponics Facility location without going through a Conditional Use or Variance process. The motion passed unanimously.

9.16 Increase in Water Rates effective 1/1/2019

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to increase water rates effective January 1, 2019. The rate increase would be as follows: \$1.00 per thousand gallons for the first 5,000 gallons of usage, \$1.25 per thousand gallons for usage from 5,001 to 20,000 gallons, \$1.50 per thousand gallons for usage of 20,001 gallons and up. The motion passed unanimously.

9.17 Memorandum of Understanding

A Motion was made by Councilor MacDonald and seconded by Councilor Gustafson to approve the Memorandum of Understanding between the Thomson Township/Esko Fire Department and the Wrenshall Fire Department and the Carlton Fire Department. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in October

- Agenda Packets/Meeting Minutes/Bank Reconciliation
- Complete PFA Funding
- Liquor License Renewals
- Coastal Grant Administration Training
- Update Website
- Budgets – Work on Water/Sewer
- Start File Cabinet Clean Out
- Create Resolutions for Change Orders
- Paint Exterior Doors
- Research Health Insurance
- Policy Updates
- Create City/CAHA Job Description
- Training in Crosby
- Meet with TransMedic – Ambulance Billing Company

Jodie

- Payroll
- Accounts Payable/Account Receivable
- Bank Deposit
- Water billing, payments, disconnects and door hangers
- Submit Ambulance Runs & Gather info on billing companies
- Invoice Coding
- Updates to Internal Controls
- Exhibit

10.02 Fire Chief Report

- Worked with Donohue water project
 - Funding
 - Accept bids
 - Submittals
 - Met with township to talk numbers
- Meeting with the Township about waterline
- Mowing, city, cemetery, disc golf
- Out house prep – week of 15th
- Moving stuff into storage garage
- Office, update policies
- Safety meeting with the League of cities
- MRWA training
- Weekly meeting about water plant
- Well #5 install
- Winterizing equipment
- #19 in service

- Sewer cleaning complete

Call Volume for as of October 31, 2018

Call by Type

Medical: 517

False Alarm: 35

Hazardous Condition: 18

Rescue: 2

Vehicle Accident w/out extrication: 28

Vehicle Extrications: 5

Vehicle Fires: 9

Vegetation Fires:13

Working Structure Fire: 12

Service Call: 4

Transport: 35

Lift Assist: 28

Chimney Fires: 0

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
- Meeting with the Township about waterline
- Mowing, city, cemetery, disc golf
- Out house prep – week of 15th
- Moving stuff into storage garage
- Office, update policies
- Safety meeting with the League of cities
- MRWA training
- Weekly meeting about water plant
- Well #5 install
- Winterizing equipment
- #19 in service
- Sewer cleaning complete
- Lift station repair complete
- Snow plow prep

10.04 Library Director Report

- FOL meeting
- Received \$748.00 so far from the No Bake Bake Sale Fundraiser
- Cathie, the Library Aide, is doing well and will be going to training in Mt. Iron on Nov. 30th.
- Added multiple new patrons to system
- Basket Raffle tickets and flyers are done and available to pick up and dispersed!
- Working on process of allowing a minor to volunteer (Eden)

Cathy worked on:

- Adding books to the system, covering books, sorting donations, adding new patrons

Bethany Leseman

Library Director

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

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

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

12.03 Winterfest – February 9, 2019

12.04 Toy Drive and Library Basket Raffle

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to adjourn the meeting, the time being 7:33 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer