

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, December 12, 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: R. Jorgenson, B. Bodie, A. Gustafson

*Council Absent:* H. MacDonald

*Staff Present:* Public Works Superintendent, D Wolf; Clerk, C. Conway;

*Others Present:* Diane Soden-Groves, Timothy Soden-Groves, Jim Kuklis, 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 with the following additions: **9.01.2 Donohue Invoice, 9.16 Kuklis Land Split, 9.17 Ambulance Repair.** 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, November 14, 2018, Special Meeting, November 8, 2018 and December 5, 2018.

**4.02 Approval of Bills:** Exhibit A dated December 12, 2018 in the amount of \$103,533.51.

**4.03 Approval of Bills:** Exhibit B dated December 12, 2018 in the amount of \$370,493.19 presented at the meeting.

**4.04 Approval of Check Numbers – 32274-32375 (check 32273 reissue of 31745), Void 32376.**

**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.**

The Regular Council Meeting was closed at 6:04 pm and the Truth in Taxation Hearing opened.

**6.00 Public Hearings**

**6.01 Truth in Taxation**

No questions or comments were given by those in attendance.

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to close the Truth in Taxation Hearing and re-open the Regular Council Meeting. The motion passed unanimously.

## 7.00 Petitions, Communications & Correspondence

### 7.01 Resident Letter

Council reviewed a letter submitted by a resident regarding winter parking.

### 7.02 Donation Request – Cloquet “Golden K” Kiwanis Club

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to approve a donation of \$500.00 from Charitable Gambling funds to Golden K Kiwanis Scholarship Fund. The motion passed unanimously.

## 8.00 Ordinances; Resolutions and Policies

### 8.01 Personnel Policy

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the updated personnel policy as presented. The motion passed unanimously.

#### Roll Call

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

### 8.01 Resolution 2018-34 Resolution Designation the Polling Place for the City of Carlton

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to designate the Carlton Fire Hall, 100 4<sup>th</sup> Street, Carlton, MN as the polling location for the City of Carlton. The motion passed unanimously.

#### Roll Call

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

### 8.02 Resolution 2018-35 Accepting a Donation to the Carlton Area Library

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson accept the cash donation made to the Carlton Area Library. The motion passed unanimously.

#### Roll Call

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

### 8.03 Resolution 2018-36 Resolution Adopting Final Property Tax Levy

**A Motion** was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the final property tax levy in the amount of \$417,436.00. The motion passed unanimously.

#### Roll Call

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

## 9.00 General Business

### PROJECT UPDATES

#### 9.01 Joint Powers Board (JPB) – Project Update

Construction will wrap up by December 15, 2018 and is anticipated to start up April 2019. Wrap up meeting is scheduled for December 20, 2018 @ 10:30 am.

##### 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. Two (2) in the amount of \$334,550.10. The motion passed unanimously.

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to pay Donohue invoice 13233-19 in the amount of \$14,000.08. The motion passed unanimously.

#### 9.02 Fire Department Expansion

Building Committee is working with ARI to breakdown costs between Fire and Ambulance. They are also working on plans for a garage to be built in 2019.

### UNFINISHED BUSINESS

#### 9.03 Thomson Bell and Historical Plaque

#### 9.04 Budget

Final Budget was approved

#### 9.05 1% Voluntary Tax

A municipality does not have the authority to initiate a voluntary tax.

#### 9.06 TIF – Willows Edge

-Developers Agreement – Council was given the updated MSA document for design work on Willows Edge. No action can be taken until the January 9, 2019 Council Meeting.

### NEW BUSINESS

#### 9.07 Liability Coverage – Waiver Form

**A Motion** was made by Councilor Gustafson and seconded by Councilor Bodie to “Not Waive” the monetary limits on municipal tort liability. The motion passed unanimously.

#### 9.08 Vacation Carry Over

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to approve vacation hours to be carried over for the following employees: Carol Conway (183.75 hours), Jodie Johnson (102.25 hours). The motion passed unanimously.

#### 9.09 Annual Transfers

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to make the following year end transfers: \$42,000.00 from Fire Fund to Fire Capital Fund, \$20,000.00 from Ambulance Fund to Ambulance Capital Fund (transfer is less than budgeted because Carlton County EMS is no longer dispersing funds on a quarterly basis), \$37,000.00 from General Fund to Public Works Capital Fund. The motion passed unanimously.

#### 9.10 Painting Quoted

-Tabled until January 9, 2019

### 9.11 GIS Contract with MSA

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the contract with MSA in the amount of \$1,500.00 and can be signed once the City Attorney approves the General Terms and Conditions of Service. The motion passed unanimously.

### 9.12 Semi-Truck Traffic

Councilor Bodie will review issue with a Carlton County Board member to see if they would support of trying to get Semi-Truck traffic onto Interstate 35.

### 9.13 Resignation of Ann Gustafson

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to accept the resignation of Councilor Gustafson and to advertise for Letters of Interest to fill the vacant position, closing date for letters will be January 18, 2019. The motion passed with Councilor Gustafson abstaining.

### 9.14 LG220 Carlton Fire Relief

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the LG220 submitted by the Carlton Fire Relief Association. The motion passed with Councilor Bodie abstaining.

### 9.15 LG220 Carlton Area Hockey Association

A Motion was made by Councilor Bodie and seconded by Councilor Gustafson to approve the LG220 submitted by the Carlton Area Hockey Association. The motion passed unanimously.

### 9.16 Kuklis Land Split

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the split of parcel 15-180-0325 upon receiving a copy of the most current survey. The motion passed unanimously.

### 9.17 Ambulance Repairs

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve an invoice, not to exceed \$10,000.00 for repairs to Ambulance 601. The motion passed unanimously.

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 City Clerk Report

Items worked on in November

- o Agenda Packets/Meeting Minutes/Bank Reconciliation
- o Complete PFA Funding
- o General Election
- o Pera Webinar
- o Interview City/CAHA Applicant
- o Research TIF
- o Water Payments
- o Bank Deposits
- o Work with PFA and Freyberger on Bond Documents
- o Work with TransMedic – Ambulance Billing Info
- o Meet with Derek and Erik on Ambulance, Water and Sewer Budgets
- o Meeting on Willows Edge Project
- o Work with PFA on Bond Closing
- o CAT7 Research
- o Vacation the week on November 18, 2018

#### Jodie work on:

Payroll  
Accounts Payable/Receivable  
Bank Deposit  
Water billing, payments,  
disconnects, door hangers  
Research 1% Voluntary Tax  
Invoice Coding  
Exhibit

Carol Conway  
Clerk/Treasurer

## 10.02 Fire Chief Report

- Firehall expansion meetings –Met with ARI in October to break down prices and get garage proposal for quote purposes. Possibly build garage on our own, met Monday with group to discuss.
- Recruitment – working on community members.
- Zuercher CAD (computer-aid dispatch) – Up and working in office, train the trainer 12-18-2018
- Installed new tank/box combo on Rescue 1 – Just need to sticker
- Worked Carlton County Emergency management for grant application
- Met with Central Lakes College to talk training opportunities – plan on using next year with joint trainings.
- FF I&II class starts in January.
- EMT class starting in January
- Interfaith is purchasing us a new vent fan to leave at Pineview apt due to call volume increase – just arrived at hall in-service this month
- 601 ambulance still in shop, working out motor issues. Still using loaner – needs injectors...
- Setting 2019 training
- Starting BINGO and Winterfest planning

### Call Volume for as of October 31, 2018

#### Call by Type

Medical: 564

False Alarm: 38

Hazardous Condition: 19

Rescue: 2

Vehicle Accident w/out extrication: 28

Vehicle Extrications: 5

Vehicle Fires: 10

Vegetation Fires:14

Working Structure Fire: 14

Service Call: 5

Transport: 37

Lift Assist: 30

Chimney Fires: 0

Other: 3

**Total # of Runs 657**

Respectfully Derek Wolf – Fire Chief

## 10.03 Public Works Report

- Water plant construction
- Weekly meeting
- Well #5 testing and install
- Underground tanks complete
  
- Worked with Donohue for water line
- Funding through state
- Working with Township on Memo to County
- Working with Township to meet with FDL
- Waiting for draft of the plans
  
- County Board meetings about Water line
  
- Out house: Removed old tank and building,
- Installed new tank and lid,
- Waiting for Del-Zotto to install walls
- Then sit for winter till spring
  
- Office, update policies
- Safety meeting with the League of cities and monthly with city staff
  
- MRWA training in Mountain Iron
- Winterizing equipment: lawn mowers

- Plowing snow and sand salt, 05 dump truck working good
- Sewer cleaning complete – need to review videos
- Supplies list for fire wall repair in City hall garage
- Paul Vernon meeting
- Repair Volunteer Services water shut off
- Met with 4.0 Bus service to discuss snow removal with bus route etc.

**10.04 Library Director Report**

- We had a Legacy Program “When there’s good to be done”
- I went to an Intermediate Cataloging training in Mt. Iron
- I attended a City Council meeting, a FOL meeting and a Library Board meeting
- I finished getting the baskets prepped for the Basket Raffle
- I met with Coordinator for the Carlton County Jail to set up an account to get books for the inmates
- I met with the Coordinator for Carlton High School and a student that will be our “student helper” three days per week
- Student helper started
- I added a section to the library that are books requested by our patrons that the FOL purchased

Cathy:

- Went to a training in Mt. Iron
- Added books to the system
- Covered books
- Sorted donations
- Added 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 Office Closed – Christmas Eve, Christmas Day and New Year’s Day**

**12.02 Regular Council Meeting – January 9, 2019 @ 6:00pm**

**12.03 Office Closed – January 21, 2019 – Martin Luther King Jr. Day**

**12.04 Annual Audit – January 16, 2019 – January 19, 2019**

**12.05 Winterfest – February 9, 2019**

**13.00 Adjournment**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Gustafson to adjourn the meeting, the time being 7:10 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer