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| <p style="text-align: center;">Carlton City Council MINUTES Tuesday, September 8, 2015</p> |
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1.00 Call to Order & Pledge of Allegiance 6:00pm

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, L. Rodd, S. O'Brien, A. Gustafson, W. Vork

Council Absent: None

Staff Present: Public Works Superintendent D. Wolf; Deputy Clerk C. Conway; Library Director J. Johnson; City Attorney Bill Helwig

Others: Dale Lund

Residents:

3.00 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.*

4.00 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 Rodd to approve the agenda with the addition of 8.01 Resolution Amending Resolution 2015-19, Change 9.25 from PW Quotes to Fire Relief 9.30 DNR Trail Grant. The motion passed unanimously.

5.00 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.*

5.01 Approval of the Minutes: Minutes of Regular Meeting on August 11, 2015, Minutes from Special Meeting on August 18, 2015, August 24, 2015, August 25, 2015, August 27, 2015 and an Emergency Meeting on August 25, 2015.

5.02 Approval of Bills: Exhibit A dated August 11, 2015 in the amount of \$400,885.95

5.03 Approval of Check Numbers – 28385 - 28489

5.04 Review and Approval of Petty Cash

5.05 Charitable Gambling Report

5.06 Frandsen Bank and Trust Credit Card Statement

5.07 Status of City Funds

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to approve the consent agenda with the following changes: Change Dane to Danae on the Meeting Minutes for August 27, 2015, change Councilor Wes to Councilor Vork on the August 11, 2015 Meeting Minutes. The motion passed unanimously.

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

7.01 Thank you from Community Ed Learning Camp

7.02 Thank you from L. Veroeven

8.00 Ordinances; Resolutions and Policies

8.01 RESOLUTION # 2015-21 A RESOLUTION AMENDING RESOLUTION 2015-19 BY REPLACING LEVY SCHEDULE

A MOTION was made by Councilor O'Brien and seconded by Councilor Gustafson to approve Resolution # 2015-21 Amending Resolution 2015-19. The motion passed unanimously.

ROLL CALL

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| Rodd | Aye |
| O'Brien | Aye |
| Gustafson | Aye |
| Vork | Aye |
| Bureau | Aye |

9.00 General Business

PROJECT UPDATES

9.01 Trail Extension – Tree's will be cut and trail completed soon

9.02 Joint Powers Board – Proposal in the amount of \$8500 from Donahue Engineering to help get funding for the Hwy 210 water line was presented.

A MOTION was made by Councilor Vork and seconded by Councilor O'Brien to contribute \$1500 towards the Donahue Proposal. Motion passed with a 3-2 vote. Councilor Gustafson and Mayor Bureau voting nay.

9.03 School Avenue Project – PW Superintendent voiced his dissatisfaction with the way the project is progressing in regards to the elevations of the curbs & gutter. Many feet of new curb has had to be removed and replaced.

UNFINISHED BUSINESS

9.04 City Logo Contest

Mayor Bureau informed the council an updated logo will be presented at the October Council Meeting

9.05 Debt Study/Rate Study

Representatives from Springsted will present the study on September 17, 2015

9.06 City Website

Library Director Johnson provided information on Go-Daddy as an alternative website host. Council decided to stay with the original decision of 1 and 1.

9.07 Social Media

A Motion was made by Councilor Gustafson and seconded by Councilor Rodd to adopt the Social Media Comments Policy, Administrative Policy Regarding Use of the City's Social Media Sites and Use of Technology Policy as presented. The Motion passed unanimously.

9.08 CD at Northwoods

9.09 ARI (Architectural Resources Inc.)

9.10 Liquor Ordinance

A MOTION was made by Councilor Gustafson and seconded by Councilor Vork to approve the Liquor summary to be published amending Liquor Ordinance –Chapter 6, Ordinance 179. The motion passed unanimously.

ROLL CALL

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| Rodd | Aye |
| O'Brien | Aye |
| Gustafson | Aye |
| Vork | Aye |
| Bureau | Aye |

A MOTION was made by Councilor Gustafson and seconded by Councilor O'Brien to authorize Bill Helwig to write a Summary Liquor Ordinance to be published as a Legal Posting. The Motion passed unanimously.

9.11 Lost Key Ordinance

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to add a \$50.00 lost key charge to the Thomson Hall Rental Agreement. The motion passed unanimously.

9.12 Interviews

Interviews have concluded and the 3 candidates offered the position declined the offer.

NEW BUSINESS

9.13 Verizon Agreement

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to approve the contract as submitted with the additional language of 24 hour notification after entry. The motion passed unanimously.

9.14 City Credit Card for Library Director

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to approve a city credit card for Library Director Jodie Johnson. The motion passed unanimously.

9.15 Thefts at the Cemetery

Extra Patrol has been requested to drive through the Cemetery after dark.

9.16 Move Library to Civic Center

Continue to get quotes on the cost of moving all electronic devices and wiring.

9.17 Fire Chief (Officers) to negotiate on property

A MOTION was made by Councilor Vork and seconded by Councilor Rodd for the Fire Department and 2 council members to negotiate a purchase price for the property at 88 4th St. N. The motion passed unanimously.

9.18 Tahoe Delivery and Radio Quote

Discussion was had on who should sign for the Chevy Tahoe being purchased on 9/11/2015. City Attorney Bill Helwig said all purchases should be signed by the Mayor and City Clerk. He also said Deputy Clerk Conway should be made the Acting City Clerk until a new Clerk is hired.

A MOTION was made by Councilor Rodd seconded by Councilor O'Brien to designate Carol Conway as the Acting City Clerk. The motion passed unanimously.

A MOTION was made by Councilor Gustafson and seconded by Councilor O'Brien to purchase a Mobile Radio for the Tahoe. The motion passed unanimously.

9.19 Wages for Medical Director and Paid on Call

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to approve paid on call wage to \$6.25 effective 1/1/16. The motion passed unanimously.

A MOTION was made by Councilor Rodd and seconded by Councilor O'Brien to approve a Medical Director wage of \$75/month effective 1/1/16. The motion passed unanimously

9.20 Council Expiration Dated

Council directed Deputy Clerk Conway to contract the League of MN Cities to see what the procedure would be to stagger City Council expiration dates.

9.21 RFP for Auditors and Engineers

Council directed Deputy Clerk Conway to determine the contract expiration date with KDV. RFP tabled for the time being.

9.22 Winter Parking Ordinance

City Attorney Bill Helwig will have the Winter Parking Ordinance ready for the October Council Meeting.

9.23 Nuisance Ordinance

Mr. Lund was present to voice his concern with the noise in the courtyard at 3 Base Bar late in the evening into the early hours of the morning. After much discussion about hours of outdoor activity it was decided as a 1st step Mayor Bureau will have a conversation with Aaron Hanson to try resolve the situation.

9.24 Pet Ordinance – Tabled

9.25 Fire Relief

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to change the deferred interest to 5%.

9.26 Revised Preliminary Budget (General Fund) –Informational only for September 17, 2015 meeting.

9.27 Employee Compensation

Employee reviews will be in January 2016. Employee wage increase to be discussed at a later date.

9.28 Fire Hydrant

A MOTION made by Councilor O'Brien and seconded by Councilor Rodd to approve the purchase of a fire hydrant. The motion passed unanimously.

9.29 Cemetery Repairs

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to accept the Northern Bedrock Project Proposal at \$5,000 for Cemetery Restoration. The motion passed unanimously.

9.30 DNR Trail Grant

Councilor Gustafson presented information on a Trail Grant that would pay up to 75% of costs for a new trail.

10.00 Staff and Committee Reports & Recommendations

10.01 Deputy City Clerk Report

August was a busy month with the following items being completed: bonding for the School Ave project (funds are set to be disbursed Sept 24), budgets, *many* meeting minutes typed, liquor license renewals sent out, payroll and payables processed, deposits made and water bills processed, interview materials gathered, reference calls made. September looks to be just as busy with budgets, proposed levy sent to County, U.S. Census report, certifying assessments, deposits, payroll, payables, bank reconciliation, Gregg Variance, and whatever else happens to pop up.

Vacation Day – Friday September 18

10.02 Fire Chief Report

As of Friday 9/4 we have responded to 439 calls for assistance. This puts us on track for another record breaking year for number of calls. We had our smart board installed at the station at the end of August and are excited to begin utilizing this training tool. We trained on our new Toughbook computers and reporting software and plan to go live with the electronic charting in the next few months. Our truck committee has been making progress with our utility/wildland response vehicle and we hope to have a spec finalized sometime in October or November. We will be taking delivery of our Chevrolet Tahoe the week of 9/7 and will begin installing aftermarket products the following week. We are starting an EMT class on 9/8 with about 15 new EMTs to help with our staffing levels and roster. The class plans to be finished before the end of the year. We are sending our medical director to the state's annual medical director conference this month, it should be a great opportunity for him to learn and bring back new ideas. As always we greatly appreciate your on-going support and hope you all have a great month.

10.03 Public Works Report

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| <ul style="list-style-type: none">- Water plant- School Ave Project & meetings- Burials- Flush Hydrants- Water Break Thomson | <p style="text-align: center;"><u>Activities from August</u></p> <ul style="list-style-type: none">- Drinking Fountain- Well 4 & 2 Repair- Concrete water shut offs- Budgets- Clean Lift Stations |
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| <ul style="list-style-type: none">- Water Treatment plant- School Ave- Storm sewer inlet repair- Drinking Fountain- Sewer line repair Lindberg- Budgets- Brush out Kettner Drive- Bike Trail installation | <p style="text-align: center;"><u>Activities for September</u></p> <ul style="list-style-type: none">- Radar sign (Sent in)- Graves- Give compost pile to AJ Lawn care- F.O.G inspections- Water Tower Clean- 94 dump light repair- Ruth – painting picnic tables |
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Water Plant Update

- Continuing monitoring for improved water quality
- New meters installed and operational,
 - o Helped us find multiple problems in Well 2 check valve and water leak in Hydrant at Well 4
- Sand media sample – Sent in, 2 different companies. One is sending sand to Germany for testing
- Hooking meters into SCADA System

Note

Historical preservation organization coming to do some work at the cemetery. Hoping middle of September, 6-7 people coming and resetting headstones and filling in low spots.

Install 8" water valve and replacing fire hydrant by nursing home when School Ave water is complete

Would like to ditch storm drain behind 2nd street and 4 seasons

10.04 Library Director Report

- o 310 patrons visited in August (open 88 hours)
- o City Council meeting
- o Friends of the Library meeting
- o 2016 budget work session
- o Prepared information for Board
- o Picked up and set up Ipads and MacBook
- o Researched Wifi & Hot Spots
- o Met with Mary & Steve regarding grant

- Community News article

We received 3 iPads and a MacBook from our grant. We will be receiving a wireless printer soon. I have researched WiFi and Hot Spots. I believe we will try a Hot Spot with T Mobile. It appears to be the best option for short term.

Our patron visits are still higher than last year at this time. We are currently 143 visits higher than we were at this time last year. That is an average of 20.5 more visits per month more than last year's average.

10.05 Council Member Report

Councilor Gustafson provided an update on the Survey for trails, she suggested to keep the survey open for a while longer.

Councilor Rodd wanted to know an update on the 337 North Avenue Property. Bill Schlenvogt will prepare a letter to be mailed.

Councilor O'Brien would like Bill Schlenvogt to inspect the property at 30 Dalles Avenue.

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

Budget Work Session/Rate Study Results – September 17, 2015 @ 6pm

Joint Powers Board Meeting – September 24, 2015 @ 5pm

Regular Council Meeting – October 13, 2015 @ 6pm

13.00 Adjournment

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson to adjourn the meeting, the time being 8:55 pm. The motion passed unanimously.

Respectfully Submitted

Carol Conway
Deputy City Clerk