

**Carlton City Council**  
**MINUTES**  
**Tuesday, November 10, 2015**

**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, W. Vork, A Gustafson

*Council Absent:* None

*Staff Present:* Public Works Superintendent D. Wolf; Clerk C. Conway; Library Director J. Johnson;  
Engineer Brian Miller

*Others: 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 Vork to approve the agenda with the addition of **9.19 DSC Quote, 9.20 – 100 Chestnut Ave.** 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 October 13, 2015, Minutes from a Budget Meeting on October 29, 2015.

**5.02 Approval of Bills:** Exhibit A dated November 10, 2015 in the amount of \$1,319,400.23

**5.03** Approval of Check Numbers – 28606 - 28733

**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 Rodd and seconded by Councilor O'Brien to approve the consent agenda with the following change: Change the Exhibit A date from August 11, 2015 to October 13, 2015. The motion passed unanimously.

**6.00 Public Hearings**

**7.00 Petitions, Communications & Correspondence**

**7.01 Correspondence from Bulldog Blitz**

**A Motion** was made by Councilor Gustafson and seconded by Councilor O'Brien to allow the money donated to the Bulldog Blitz to be used for the Back Pack Program. The motion passed unanimously.

**8.00 Ordinances; Resolutions and Policies**

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Trail Extension** - Tail Extension is complete.

**9.02 Joint Powers Board** - Mayor Bureau and Public Works Superintendent Wolf attended a meeting with Legislators and County Officials on the possibility of getting funding for the Highway 210 water line. Donahue and Associates will continue to work on funding possibilities.

**9.03 School Avenue Project** – City Engineer Brian Miller present the Council with a third invoice from Ulland Brothers for work performed on the School Avenue Reconstruction Project. Mr. Miller also distributed before and after pictures of the property.

**A Motion** was made by Councilor Vork and seconded by Councilor Gustafson to approve a payment not to exceed \$160,770.16 to Ulland Bros. upon approval of Public Works Superintendent Wolf.

**ROLL CALL**

Vork	Aye
Gustafson	Aye
O’Brien	Aye
Rodd	Aye
Bureau	Aye

Councilor Gustafson would like Clerk Conway to review the Net Tax Capacity amount for Inter-Faith that was reported in the General Obligation Public Improvement and Refunding Bonds, Series 2015A Document provided by Dougherty & Company LLC.

**UNFINISHED BUSINESS**

**9.04 ARI** – final report has not been received.

**9.05 City Logo Contest** – Councilor Gustafson will contact Allen Hagenah about changing some of the recreational icons on the Logo.

**9.06 Zoning Ordinance**

Council decided not to go with the proposal submitted by Applied Insights to update the Zoning Ordinance.

**9.07 Civic Center/Library**

After much discussion on utilities, location, maintenance costs, building perception and the marketability of the Civic Center the Council expressed support of City Hall remaining in its current location.

**A Motion** was made by Councilor Gustafson and seconded by Councilor Vork to end the discussion about moving City Hall to 213 Chestnut Ave. City Hall will remain at the Civic Center. The motion passed unanimously.

**ROLL CALL**

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

**A Motion** was made by Councilor Gustafson and seconded by Councilor Rodd to start the process to move the Library to the Civic Center. The motion passed unanimously with Councilor Vork voting nay as he was not comfortable spending the funds to move the library without putting a vote to constituents. The motion passed unanimously.

**ROLL CALL**

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

**9.08 337 North Avenue**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Rodd to proceed with the process of having the dwelling designated a hazardous building and start condemnation proceedings. The motion passed unanimously.

**9.09 Advertising**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Rodd to contribute \$400.00 to advertise in the 2016 Hinckley Area Visitors Guide. The motion passed unanimously.

**NEW BUSINESS**

**9.10 Deputy Clerk**

**A Motion** was made by Councilor Vork and seconded by Councilor O'Brien to increase Office Assistant Jodie Johnson's hourly wage to \$15.00 retroactive to July to her starting date of July 14, 2015. The motion passed unanimously.

**A Motion** made by Councilor Gustafson and seconded by Councilor Vork to advertise for an Office Coordinator with a starting wage range of \$12.00-\$14.00 per hour. The motion passed unanimously.

**9.11 Computers to Library**

A Motion was made by Councilor Rodd and seconded by Councilor Gustafson to allow the Library to have two computers from City Hall that are no longer being used. The computers will be for public use at the Library. The motion passed unanimously.

**9.12 FD Copy Machine Quote**

A Motion was made by Councilor Rodd and seconded by Councilor “O’Brien to allow the Fire Department to purchase a Toshiba Copier for \$2,798.75 with a 60 month maintenance agreement. The motion passed unanimously.

**ROLL CALL**

Vork	Aye
Gustafson	Aye
O’Brien	Aye
Rodd	Aye
Bureau	Aye

**9.13 Part-time Maintenance Hours**

A Motion was made by Councilor Vork and seconded by Councilor Rodd to increase the part-time maintenance hours from 16 hours per week to 24 hours per week starting January 1, 2016.

**9.14 Water/Sewer Late Fee** – Discussion was held on changing the late fee from the current 10% or to a flat rate fee. The decision was made to leave the rate at 10%.

**9.15 Pet Licensing**

A Motion was made by Councilor Gustafson and seconded by Councilor Rodd to change the current biennial license period to a true two year license starting 1/1/2016. The motion passed unanimously.

**9.16 Safety Committee** – Information was provided to the Council on the need for a Safety Committee. This will be discussed more in December.

**9.17 New TIF District** - VDW may be in contact with the City about starting another TIF district for the property owned by Inter-Faith Care Center.

**9.18 Third Quarter Ambulance Write-Offs**

A Motion was made by Councilor Rodd and seconded by Councilor Vork to accept the Third Quarter Ambulance Write-Offs. The motion passed unanimously.

**9.19 DSC Quote**

A Motion was made by Councilor Vork and seconded by Councilor Gustafson to purchase computer docking stations from DSC for the Tough Books. The motion passed unanimously.

**9.20 100 Chestnut Avenue**

A Motion was made by Councilor Vork and seconded by Councilor Rodd to approve the moving of one property line in order to sell the Dental Lab building. The motion passed unanimously.

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 City Clerk Report

October was a busy month with the following items being completed and/or addressed: final assessments to the County and letters to residents, get ready for a work comp audit, finalized the Verizon agreement and attended pay equity and meeting minutes training in Pillager. Also, payroll and account payable were processed, water bills sent out, deposits completed and 5 new water accounts set up, agenda packets prepared and meeting minutes typed and budget was worked on.

**Upcoming Days Off – Tuesday November 25 (afternoon) Wednesday November 26**

### 10.02 Fire Chief Report

### 10.03 Public Works Report

- |  |                                 |
|--|---------------------------------|
| Water plant                                | - School Ave Project & meetings |
| - Budgets                                  | - Service Furnace               |
| - 94 dump light repair                     | - Clean up                      |
| - Bike Trail installation                  | - Sewer manhole                 |
| - Valve installation Spruce & Hwy 45       | - New Hydrant Liberalis         |
| - Lift station Clean                       | - Thomson shed                  |
| - Water Tower – Cathodic protection repair | - Cemetery Repairs              |

#### Activities for November

- |                        |                                |
|------------------------|--------------------------------|
| - School Ave           | - Snow equipment prep          |
| - Put lawn mowers away | - Lift station pump inspection |
| - DOT 94 Ford          | - Flush Sewer lines            |
| - F.O.G inspections    | - Sump pump inspections        |
| - Budgets              |                                |

#### Water Plant Update

- Continuing monitoring for improved water quality
- Sand media sample – Sent in, 2 different companies. One is sending sand to Germany for testing
- 1 company shows media should be replaced vs clean
- Hooking meters into SCADA System

#### Note

Radar sign (Sent in/returned back, waiting for post install and programming)

Drinking fountain install will happen in the spring

George off – November 9<sup>th</sup> to 11<sup>th</sup>

Derek off – November 11<sup>th</sup> to 22<sup>nd</sup>

### 10.04 Library Director Report

**10.05 Council Member Report** – Councilor Rodd reminded all in attendance that the Annual Toy Drive has started.

Councilor Vork recommended Clerk Conway send a letter of support to Congressman Rick Nolan for his bill to get logging trucks back on the Interstate 35.

### 10.06 Mayor Report

## 11.00 RECAP ACTION ITEMS

## 12.00 UPCOMING MEETINGS

## 13.00 ADJOURNMENT

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to adjourn the meeting, the time being 8:42 pm. The motion passed unanimously.

Respectfully Submitted

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Carol Conway  
City Clerk/Treasurer