

## Regular Meeting of the Carlton City Council held Tuesday, January 11, 2011

**1.00 Call to Order & Roll Call 5:00pm** Mayor Rodd calls the meeting to order at 5:05 pm.

Members: Present: Mayor Leola Rodd, Council Members Kirk Johnson, LeAnn Theisen and Wes Vork

Members absent: Adam Bailey

Staff in Attendance: City Administrator CJ Van Guilder, Deputy City Clerk Lori Schubitzke and City Engineer Chris Rousseau.

### Pledge of Allegiance

**Oath of Office – Mayor Rodd and Council Member LeAnn Theisen and Kirk Johnson.**

City Administrator Van Guilder gives the Oath of Office to Mayor Rodd, Council Member LeAnn Theisen and Council Member Kirk Johnson.

### **3.00 Presentations & Guests - Ruth Janke, Dan Belden – WLSSD**

City Administrator Van Guilder explains that January 17, 2011 there will be a Public Hearing regarding the WLSSD Capacity Allocation Ordinance and Ruth Janke was asked to attend the meeting to give an update and background on the ordinance. Mr. Jack Ezel of WLSSD gave a brief background on the creation of the district and allocation process. The Purpose of the Ordinance is for plant capacity for current and future users.

Conversation continues regarding how the City of Carlton's allocation is figured on the past five years of usage and future allocation, penalties, I&I reduction and residential lateral line repair or replacement.

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

A **MOTION** was made by Councilmember Kirk Johnson and seconded by Councilmember Wes Vork approving the agenda. The Motion carried 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, December 14, 2010 and Special Meetings, December 14, 2010 (TNT) and December 16, 2010.

5.02 Approval of Bills: Exhibit A dated January 11, 2011 in the amount of \$68,034.39.

5.03 Approval of Check Numbers – 21984 - 22148

5.04 Review and Approval of Petty Cash.

**MOTION** was made by Councilmember LeAnn Theisen and seconded by Councilmember Wes Vork approving the Consent Agenda. The Motion carried unanimously

### **6.00 Public Hearings – None.**

### **7.00 Petitions, Communications & Correspondence**

**7.01 WLSSD – Wastewater Treatment Capacity Allocation Ordinance**

## 8.00 Ordinances; Resolutions and Policies

### 8.01 Annual Administrative Resolution #2011-01 – Annual Designations

- Acting Mayor 2011– Kirk Johnson
- Official Depositories – Queen City Federal
- Secondary Financial Institution - LMC 4-M Funds.
- Official Newspaper – The Pine Journal
- 2011 Council Meeting Schedule

A **MOTION** was made by Council Member Wes Vork and seconded by Council Member LeAnn Theisen to approve Resolution #2011-01 for the following: Acting Mayor 2011 – Kirk Johnson; Official Depositories – Queen City Federal; Secondary Financial Institution – LMC 4-M Fund; Official Newspaper – The Pine Journal; 2011 Council Meeting Schedule. The motion carried unanimously.

#### ROLL CALL

Leola – Aye  
LeAnn – Aye  
Kirk - Aye  
Wes - Aye

### 8.02 Resolution #2011-02 –2011 Fee Schedule.

A **MOTION** was made by Council Member Kirk Johnson and seconded by Council Member Wes Vork to approve Resolution #2011-02 to approve the 2011 Fee Schedule. The motion carried unanimously.

#### ROLL CALL

Leola – Aye  
LeAnn – Aye  
Kirk - Aye  
Wes - Aye

### 8.03 Resolution #2011-03 – Donation Acceptance- Interfaith Care Center

A **MOTION** was made by Council Member Kirk Johnson and seconded by Council Member Wes Vork to approve Resolution #2011-03 to accept a donation from Interfaith Care Center for the Carlton Fire & Ambulance Department in the amount of \$500.00. The motion carried unanimously.

#### ROLL CALL

Leola – Aye  
LeAnn – Aye  
Kirk - Aye  
Wes - Aye

## 9.00 General Business

### 9.01 Project updates

Twin Lakes Merger Process: Twin Lakes will be meeting in January with David Drown to update their new Board. Mr. Drown will contact the City.

Old Hotel: Owners received the letter from the City of Carlton setting up a priority project list and the owners have been in touch with Pat Oman regarding The Small Cities Grant.

Energy Grant – Update: City Administrator Van Guilder stated there were extra monies left out of the grant and the lights in the downstairs hallway were not included in the original grant project and would like to put new lighting in the hallway with the extra monies left over.

Twin Lakes (TH210) Water Connection:  
No new activities to report on this project.

Railroad Crossing/ Pedestrian Trail Project:  
Trail Layout has been completed, going with a bridge extension. Working with Railroad and bidding it out in the Spring of 2011.

School Avenue Reconstruction: (UPDATE) – ONGOING REPEAT ITEM  
No new funding Information for this project. What does the City want us to do with this project into the future and how does it relate to our priority list of future road work?

WLSSD – FOG (Fat, Oils and Grease) Reduction Ordinance  
MSA and City staff had a meeting with representatives from WLSSD and expressed the concerns raised by the City Council at the December meeting. WLSSD staff heard our concerns and is taking action to modify the language to reflect the City concerns. Per email correspondence with the District, no action is needed on this item until the language is revised. Another issue that is pending is a new ordinance that will implement monetary fines to communities for LOS Exceedance. This issue will require close attention of the City – staff or officials should consider attending a public meeting WLSSD is holding to discuss this issue on January 17 at 5PM. Mr. Dan Beldin of WLSSD stated that the City has all of 2011 to adopt an ordinance.

Birch Avenue / South 4<sup>th</sup> Street Improvements  
Information concerning this project was provided at the last City Council meeting. No direction was offered regarding the design process – so until informed, MSA will not start any further work on the project.

North Avenue / Grand Street Improvements  
Information concerning this project was provided at the last City Council meeting. No direction was offered regarding the design process – so until informed, MSA will not perform any further work or evaluation in this area.

WLSSD – I/I Reduction Efforts / Reporting  
Annual I/I Reduction reports need to be completed. MSA will work closely with City staff to complete the required reports.

## 9.02 Approval of Committee Members

- \* **Fire Relief Board**
- \* **Four Seasons Board**
- \* **Fiber Optic Committee**

**A MOTION** was made by Council Member Kirk Johnson and seconded by Council Member LeAnn Theisen to approve the Fire Relief Board Member: Wes Vork; Four Seasons Board Member: LeAnn Theisen and Fiber Optic Committee Member: Wes Vork. The motion carried unanimously.

### 9.03 Approval of Capital Outlay Purchase – Public Works \$4,502.45

**A MOTION** was made by Council Member Kirk Johnson and seconded by Council Member Wes Vork to approve a Capital Outlay Purchase in the amount of \$4,502.45 for a new fire hydrant and replacement parts for the Water Department. The motion carried unanimously.

### 9.04 Liquor at Fire for Bingo

**A MOTION** was made by Council Member Kirk Johnson and seconded by Council Member LeAnn Theisen to approve Liquor at the Fire Department after the Fire Department Bingo. The motion carried unanimously.

### 9.05 Shared Service Agreement - Ambulance

The Fire Department applied for a match grant with Thomson Township and City of Wrenshall to do a study to combine services. They applied for \$30,000 and received \$20,912. Wrenshall has concern that they will not be able to come up with there \$1,000 portion of the grant. Would City allow up to \$3,000 to spend including initial \$1,000 that was approved for the City of Carlton's portion?

**A MOTION** was made by Council Member Kirk Johnson and seconded by Council Member Wes Vork to approve the Shared Service Agreement for the Carlton Fire and Ambulance Service; which allows the Department to spend \$3,000 if need be. The motion carried unanimously.

### 9.06 Carlton Laundromat Water/Sewer Rates

City Administrator Van Guilder stated as of December 28, 2010 Ann Olson relinquished the Carlton Laundromat back to the previous owner and Mr. Adam Bailey contacted Ms. Van Guilder regarding if the water rate discount would follow the new owner of the property.

City Administrator Van Guilder stated for the record that since the possible new owner may be a council member that the council should not consider going lower than what was previously offered to Ann Olson.

**A MOTION** was made by Council Member Kirk Johnson and seconded by Council Member Wes Vork to approve the reduced water and sewer rates for any future owners of the Carlton Laundromat as was given to the previous owner. The motion carried unanimously.

**9.07 Four Seasons** – Mayor Rodd stated her concerns regarding the poor facility hours, outside public rink not cleared for usage and upstairs of facility cannot be used for Winterfest and Library Book sale due to hockey tournament.

Conversation continues regarding, outside rink, usage of the upstairs during hockey tournament, annual monies the Four Season receives from the City and what the City could better utilize the \$2,000 that is for the outside rink could go for.

The City will put together a list of good and bad concerns they have regarding the Four Seasons.

City Administrator Van Guilder will meet with Janet Adkins and let her know that once the new board is in place they will need to meet with the council.

Councilmember Kirk Johnson and City Administrator Van Guilder will meet to put together a request for used hockey boards on the LMC website.

**9.08** City Website – Council Member Vork stated the new website is nearly completed. Mr. Vork would like to know how far back the meeting minutes should go on the website and who and what can put things on the website.

Conversation continues regarding what items can be place and approval of site before going live.

## **10.00 Staff and Committee Reports & Recommendations**

### **10.01 City Administrator Report –**

Prepared TNT paperwork and annual report in the Internal Revenue Service.

Created job description with Public Works Superintendent and Maintenance Supervisor. Posted position.

Completed annual liquor licensing.

Created FOG Ordinance.

End of the year fund balances, line items and journal entries.

MRWA Board Training attended in Virginia.

Ambulance billing throughout month.

Started End of the Year Reports...more to complete. These are not complete until end of March.

Prepared for monthly Council Meeting in December.

Preparing for City Audit that will be held in February 2011.

Attended Quarterly Relief Meeting.

### **10.02 City Engineer Report – Previously covered**

### **10.03 Public Works Report –**

The Public Works Department has been plowing and moving a lot of snow in December. Bruce worked one night with a truck from the State garage and cleared the snow piles before Christmas. By the end of the week, the piles were back. Now with the rain we had, the piles are almost solid ice. The Public Works Department will work on them but Bruce was informed that we are not going to wreck our loader to break up the piles.

The streets also got rutted during the rain. If there isn't a break in the weather, The City may have to pay someone with a grader to cut the ice on the streets.

The snowmobilers have finally started to use the trail that goes behind the Four Seasons. They had been cutting the orange fences that were put up. There have not been any new tracks in the fenced area for over a week.

Tools were purchased for the garage and the treatment plant so that I could take my personal tools home. Hopefully things go well this year money wise so that more can be purchased at the end of the year.

There have been a couple of frozen water lines under buildings this month. One broke and made quite a mess under the house, but luckily it was a dirt floor crawl space.

Christmas has come and gone but the daylight is lasting longer every day now! Spring is one the way!

#### **10.04 Fire Department Report -**

1. SHARED SERVICES GRANT WAS APPROVED FOR LESS THAN THE REQUESTED AMOUNT.
2. MIKE KUBES RESIGNED FROM FIRE DEPT.
3. ROSTER SITS AT 19 FIREFIGHTER/ EMT'S
4. FIREFIGHTERS/FIRST RESPONERS. 8 ON-CALL ONLY EMT'S.
5. FIRE DEPT. BINGO IS FEB. 5<sup>TH</sup>.
6. 2010 TOTAL RUN VOLUME 496
7. REMOVED ETHAN GAMBLE FROM THE FIRE DEPT.

**A MOTION** was made by Council Member Kirk Johnson and seconded by Council Member Wes Vork to have City Attorney Dennis Korman write a letter to Mr. Steve White requiring him to return his Fire Bunker Gear and Chief Helmet within 15 days. The motion carried unanimously.

#### **10.05 Business Development Committee Report - None**

#### **10.06 Parks & Recreation Committee Report - None**

#### **10.07 Library Board Report -**

We currently have 5 public computer stations with internet connection. We also have two computer stations with no internet connection. These computers have games for young children.

Many donations of books, magazines and movies were received from the public. Many of these were added to the collection. The rest are to be put in the book sales.

We are part of the Audio Book, Video, and Large Print Book rotation programs through the Arrowhead Library System. The ALS has several packets of books and videos. We receive different packets for each rotation so there are new large print books, videos and audio books during the year.

There are several traditional events that have positive results. I am including a list of the events that are currently scheduled for 2011.

#### Fundraisers

Love Your Library Support letters	February
Winterfest Book Sale	February
Pancake Breakfast @ Cozy	April or September
Carlton Daze Book Sale	July
Tupperware Fun-Raiser	October
Calendar	May and on

#### Activities 2011

Winter Reading Program & events	January 10 - February 10
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Poetry contest & bookmark contest	April 2 - 30
Summer reading Program & events	June 6 - July 21
Coloring Contest & Short Story contest	October 1 - 31
National Game Day	November 12
Story time (Sat 10:00)	September - May

Outreach

3rd grade tour September

Dates closed for 2011:

New Years	January 1 - January 7
Memorial Day	May 28 - June 3
Fourth of July	July 3 - July 9
Labor Day	September 4 - September 10
MLK Jr Day	January 17
President's Day	February 21
Easter Saturday	April 23
Columbus Day	October 16
Vetran's Day	n\a (Friday)
Thanksgiving	November 24 - November 26
Christmas	December 24

Statistics - 2010 Annual Reports

	<u>2009</u>	<u>2010</u>
Library Visits	3,485	4,068
Hours Open	822	923
Physical Items	7,443	8197
Items present at Carlton Library		
Circulation	3,620	4,511
Number of items checked out at Carlton		
ILL sent	825	1,307
Carlton items requested by patrons from other libraries		
ILL received	1,014	1,108
Items requested by Carlton patrons from other libraries		

**10.08 Council Member Report - None**

**10.09 Mayor's Report - None**

**11.00 Carlton Comment** - Individuals may address the Council about any item not contained on the regular agenda. A maximum of 15 minutes is allotted for the Forum. If the full 15 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.

**12.00 RECAP ACTION ITEMS**

**13.00 UPCOMING MEETINGS**

**13.01            January 13, 2011 Maintenance Supervisor Interviews 8AM to 3:30PM.**

**13.02            January 17, 2011    WLLSD            Capacity Ordinance            5PM    WLSSD**

**13.03            February 1, 2011    Sawyer Fire Protection            4 PM            Transportation Bldg.**

**14.00 Adjournment** – Having no further business to conduct, a MOTION was made by Council Member Kirk Johnson and seconded by Council Member LeAnn Theisen to adjourn, the time being 7:35pm. The motion carried unanimously.

Respectfully Submitted,

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Lori Schubitzke  
Deputy City Clerk