

Regular Meeting of the Carlton City Council held Tuesday, February 15, 2011

1.00 Call to Order & Roll Call 5:00pm Mayor Rodd calls the meeting to order at 5:01 pm.

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

Members absent: None

Staff in Attendance: City Administrator CJ Van Guilder, Deputy City Clerk Lori Schubitzke and City Attorney Dennis Korman. City Engineer Chris Rousseau arrived at 5:30pm.

2.00 Pledge of Allegiance

3.00 Presentations & Guests

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 Adam Bailey 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, January 11, 2011
- 5.02 Approval of Bills: Exhibit A dated February 15, 2011 in the amount of \$166,326.12
- 5.03 Approval of Check Numbers – 22149 - 22249
- 5.04 Review and Approval of Petty Cash.
- 5.05 Raffle Permit – National Turkey Federation & Qwest/Pioneers, Harley Davidson
- 5.06 Approval of Four Seasons Board Member – Tyler Bodin
- 5.07 2nd Quarter 2010 – Ambulance Write-offs - \$50,109.37
- 5.08 Training Approval
 - MRWA Conference – Wait, Wolf and Van Guilder - March 1 - 3, 2011
 - MCFOA Conference – Van Guilder and Schubitzke – March 15 -18, 2011
 - Fire Conference – Johnson, Dane and Dwyer, Bodin – March 4-6, 2011
- 5.09 Maintenance Supervisor Employee and Wage – Derek Wolf

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Adam Bailey approving the Consent Agenda. The Motion carried unanimously

MOTION was made by Councilmember Adam Bailey and seconded by Councilmember Wes Vork approving Derek Wolf as the new Maintenance Supervisor effective February 14, 2011 with the rate of pay of \$16.50 per hour. The Motion carried unanimously

6.00 Public Hearings – None.

7.00 Petitions, Communications & Correspondence

- 7.01** David Drone - Merger Study

City Administrator Van Guilder covers an email from David Drone regarding his meeting with Twin Lakes Township and the concerns the township has regarding the Merger. Twin Lakes would like to see what the Feasibility is: is the Corridor going to be completed, Grants available, assessments to properties, water revenue, if it can be completed in phases and meet with MSA regarding completion.

Conversations continue regarding the merger, the concerns of Twin Lakes Board and will the residents on board with the merger.

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Adam Bailey to approve Dave Drone to spend the balance of his contracted time working on the Financial Feasibility of the Water Project to present to the Twin Lakes Board. The Motion carried unanimously

7.02 Green House – Hanging Flowers

Discussion regarding whether to purchase the hanging baskets for 2011.

MOTION was made by Councilmember Adam Bailey and seconded by Councilmember Wes Vork approving City Administrator Van Guilder to send a letter to The Green House informing them of the council's decision not purchase the hanging baskets for 2011 due to budget cuts. The Motion carried unanimously

7.03 Steve White Letter regarding Relief Association payout

City Attorney Dennis Korman discusses the letter that he will be sending Mr. Steve White regarding the Relief Association payout. Mr. White is not eligible for the payout due to the fact per State Statute a person has to have a minimum of 10 years of service on a Fire Department.

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Wes Vork approving the letter to be sent from City Attorney Dennis Korman to Mr. White denying him his retirement payout from the Fire Relief Association per lack of years of service needed. The Motion carried unanimously

7.04 Fire Relief and Charitable Gamble Audit

City Attorney Dennis Korman covers the Charitable Gambling Audit and explains that per auditors Kern, DeWenter & Verne the audit cannot come to a clear opinion due to the fact that there is not enough information and missing paperwork. With that Mr. Korman presents the options to request the information from the persons handling the books at that time or send the audit to the IRS or to the State Gambling Control Board for review.

Review of the audit findings were discussed. Discussion revolved around the loan that was given to Charitable Gambling from the Fire Relief for their initial start; W-2s; the number of officers on the hierarchy of the organization; the lack of paperwork, timecards and wages. Also discussed was where the missing paperwork might be; the amount of money in sales and expended in pull tabs; what triggered audits for Charitable Gambling and why the City requested an audit for the years 2007 thru 2009 for the Fire Relief Association.

Dennis Korman asked what does the statute require and what has been completed.

Kern, DeWenter & Verne submitted the audit to the Minnesota Department of Revenue without a clear opinion or outcome of the audit due to the lack of paperwork.

City Administrator Van Guilder recommended to the Relief Association to look into another Accounting/Auditing Firm after the completion of the 2010 Audit by Eikill & Shilling.

MOTION was made by Councilmember Wes Vork and seconded by Councilmember LeAnn Theisen approving letters to be sent to the MN Department of Revenue and Charitable Gambling Enforcement stating the City has tried to complete an Audit of the Charitable Gambling and have not been able to do so, due to the fact of inadequate records and information. Our Auditors have submitted their report but have not been able form a clear opinion. If you feel the need to complete another audit please feel free to do so. Please inform the City of Carlton on whichever action you choose to pursue. The Motion carried unanimously.

MOTION was made by Councilmember Adam Bailey and seconded by Councilmember Wes Vork stating on further action to be taken in regards to the Fire Relief Association audit with the City requesting the Fire Relief Association look into finding a new Auditing firm to Audit the year 2011 and subsequent years. The Motion carried unanimously.

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Adam Bailey approving the Fire Relief to pay the City Attorneys fees in regards to the Audit. Motion carried unanimously.

7.05 WLSSD – Year –End Adjustment

City Administrator Van Guilder informed the Council of the new monthly Wastewater Charge Increase in the amount of \$1,552.00.

Discussion continues regarding the monthly increase, what was budgeted for 2011 and possible future increases.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution #2011-04 – Submittal of 2011 Score Grant.

A MOTION was made by Council Member Adam Bailey and seconded by Council Member LeAnn Theisen to approve Resolution #2011-04 the Submittal of the 2011 Score Grant for the \$3,000 for the Recycle Shed. The motion carried unanimously.

ROLL CALL

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

8.02 Annual GIS Parcel Mapping Web Hosting

A MOTION was made by Council Member Kirk Johnson and seconded by Council Member LeAnn Theisen to approve the Annual 2011 GIS Parcel Mapping Web Hosting in the amount of \$900.00. The motion carried unanimously.

ROLL CALL

Leola – Aye
LeAnn – Aye

Kirk - Aye
Wes - Aye

9.00 General Business

9.01 Project updates

Twin Lakes (TH210) Water Connection:

No new activities to report on this project.

Railroad Crossing/ Pedestrian Trail Project:

Please find attached a preliminary cost estimate for bridge/trail improvements. The estimate is broke into two parts - trail and bridge construction. The columns on the bridge tab indicate an approximate cost to the county and city and currently assumes the cost of extending the bridge will be paid by City and that the cost of removing and replacing the end sections will be paid by Carlton County. Please note that this estimate does not include railroad crossing costs, or a contingency. Also note that MSA/Stonebrooke are trying to determine if the BNSF agreement costs can be applied to the overall project costs and covered by federal funding. The County would like to participate in the Bridge portion of the project but are requiring access to monies until 2012.

A MOTION was made by Council Member Kirk Johnson and seconded by Council Member Adam Bailey to approve the Agreement with the Burlington Northern Railroad. The motion carried unanimously.

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

No new activities to report on this project.

Birch Avenue / South 4th Street Improvements

No new activities to report on this project.

North Avenue / Grand Street Improvements

No new activities to report on this project.

WLSSD – I/I Reduction Efforts / Reporting

Annual I/I Reduction reports are due this month. MSA has met with City staff to gather needed information to complete this year's submittal. MSA will review information with the City administrator and the Public Works Director prior to submitting information to WLSSD.

Old Hotel – The owners are working with Mr. Oman at the County to get some funding from the Small Cities Grant.

Energy Grant – There is still monies available and more work is being completed with the lighting in City Hall.

9.02 WLSSD FOG ORDINANCE - TABLED

The Language has been completed and will be brought back to the council at the March 2011 meeting.

9.03 City Website –

The City website is now completed and City Administrator Van Guilder stated that her only issue was that the pictures on the website where the links to bring you back to the home page or other areas of the website.

Council Member Wes Vork stated he will get in touch with Chief Scott Bodin and Library Director Jodie Johnson to have the Fire Department and Library links put on the website.

A MOTION was made by Council Member Kirk Johnson and seconded by Council Member Adam Bailey to approve the new website going online. The motion carried unanimously.

9.04 Approval to assist at Red River Valley Flooding – if needed (#602)

A MOTION was made by Council Member Kirk Johnson and seconded by Council Member Adam Bailey to approve the Carlton Fire and Ambulance Department to assist at the Red River Valley, North Dakota if flooding should occur this spring. The motion carried unanimously.

9.05 CDAC POLES – Review Sign Ordinance

City Administrator Van Guilder covers the need to change the sign ordinance to include the usage of banners in the City. The Planning Commission must review and approve the changes to the sign ordinance.

9.06 Close Debt Service Funds #305 & #306; retroactive 12/31/2010

City Administrator Van Guilder stated that 305 and 306 where the funds used for the debt service account for the bond the City has.

A MOTION was made by Council Member Kirk Johnson and seconded by Council Member LeAnn Theisen to approve the Close of the Debt Service Funds #305 & #306, retroactive December 31, 2010. The motion carried unanimously.

9.07 Disposal of extra extrication equipment (FIRE Dept.)

A MOTION was made by Council Member Kirk Johnson and seconded by Council Member Wes Vork to approve the Carlton Fire and Ambulance Department to dispose of the extra extrication equipment. The motion carried unanimously.

9.08 Approval process of disposal of extra Fire Equipment – Electronic Bidding

A MOTION was made by Council Member Kirk Johnson and seconded by Council Member Adam Bailey to approve the extra Fire Equipment to be disposed of through electronic bidding. The motion carried unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Administrator Report –

Continuing to work on all end of the year reports.

Preparing for end of the year audit. Audit February 7 -10, 2011.

Completing 2011 Annual Billing.

Completing 2011 Carlton County Score Grant for recycle shed.

Completing monthly and quarterly reporting.

Interviewing for Maintenance Supervisor position.

Meeting with WLSSD regarding FOG Ordinance.

Completing I/I Reduction annual report with MSA and Public Works.

League of MN Cities Loss Control Meeting – visited the Fire Hall.

All the fun things that we do to wrap up the year 2010.

10.02 City Engineer Report – Previously Covered.

10.03 Public Works Report –

Today is D day. (Derek). A 6 month old Lab pup on a diet of sugar comes to mind. I think that he will work just fine.

The loader was out of service for almost two weeks while we worked on it and waited for parts.

The small snow falls that we have been getting for the last couple of weeks have created a lot of buildup of ice on the streets. Bruce has done a good job of cleaning the streets and the intersections with the loader.

The snowmobile trail that we made by the Four Seasons was getting very rough to ride on. The guy that runs the state trail groomer that is parked at the DNR Park fixed the trail for us today (Tuesday).

We had a couple more water service lines freeze inside of houses. It was nothing major and no damage to the buildings.

A truck driver ran over the fire hydrant by Chemstar. The hydrant survived but did a lot of damage to the semi's trailer.

The county grader cut the ice from South Ave, North Ave, and 4th Street.

Bruce is finally acting a little excited about retirement.

February is over half gone, maybe this stuff outside will melt one of these days.

10.04 Fire Department Report – Chief Scott Bodin would like burning permits to be acquired online through the DNR rather than having a Fire Marshall.

10.05 Business Development Committee Report. - None

10.06 Parks & Recreation Committee Report - None

10.07 Library Board Report – None

10.08 Four Seasons Report – Leola covered the meeting and it went well and now has a budget, financial and checkbook balance report. Working at saving money and hoping to be able to keep the doors open next year.

There is a fundraiser on Hockey Tournament to be held at the Saturday, February 19, 2010 at 5:00pm.

10.09 Council Member Report – Council Member Wes Vork stated that at the Northeast Service Cooperative Fiber optic Meeting informing the council what it was and that it is a cooperative 10 year contract Assisting existing businesses in time of need.

10.10 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 Tuesday, March 29, 2011 2011 Audit Meeting 5 PM Civic Center

14.00 Adjournment – Having no further business to conduct, a MOTION was made by Council Member Adam Bailey and seconded by Council Member LeAnn Theisen to adjourn, the time being 7:47 pm. The motion carried unanimously.

Respectfully Submitted,

Lori Schubitzke
Deputy City Clerk