

Regular Meeting of the Carlton City Council held Tuesday, March 08, 2011

1.00 Call to Order & Roll Call 5:00pm Mayor Rodd calls the meeting to order at 5:02 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 and Deputy City Clerk Lori Schubitzke

2.00 Pledge of Allegiance

3.00 Presentations & Guests – Mr. Pat Oman the Economic Development Director introduces himself to the new council members and updates the council on the different funding available through the Carlton County Economic Development Authority such as Interest Income on Realized Loans; types of Grants; Awards and Recovery Bonds that are available to the Carlton County Municipalities and residents along with residential and retail studies through the Economic Development Authority.

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

A MOTION was made by Councilmember Wes Vork 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, February 15, 2011
- 5.02 Approval of Bills: Exhibit A dated March 8, 2011 in the amount of \$74,789.46
- 5.03 Approval of Check Numbers – 22250 - 22351
- 5.04 Review and Approval of Petty Cash.
- 5.05 (2) Raffle Permit – MN Deer Hunters – Carlton: September 22 and October, 2011
- 5.06 3rd Quarter 2010 – Ambulance Write-offs - \$32,474.51
- 5.07 Proclamation – March 23, 2011 Kick Butts Day/ Rally in town center
- 5.08 Carlton High/Elem. School – Late Penalty - \$275.93

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

6.00 Public Hearings – None.

7.00 Petitions, Communications & Correspondence

7.01 Letters regarding Charitable Gamble Audits

Council agrees that all the letters that are being sent looked good.

7.02 Passport Letter

The City of Carlton received a letter from the US Department of State withdrawing the Cities Passport Processing capabilities. City Administrator Van Guilder explained the passport audit that was done in December of 2010 and the requirements that the City need to follow in regards to applications, training requirements and annual application. During the audit the office staff discussed the training and the timeline that was available in the up coming months due to the turn of the year and up coming audit. Passport training is an eight hour online training and the City staff would not be able to complete such training until the beginning of March 2011.

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Wes Vork to approve the City of Carlton to not be a Passport Processing Facility. The Motion carried unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2011-05: 2011 Fund Balance Designation

City Administrator Van Guilder covered the 2011 Fund Balance Designation which are as follows:

Fund Balances at 12/31/10 and Suggested Fund Balance Designations for the Year 2011

General Fund	Undesignated/Operational -	\$118,855.14
	Designated for Cash Flow Reserve	<u>\$200,000.00</u>
	Total General Fund	\$318,855.14
Fire Fund	Undesignated/Operational -	\$ 87,209.03
	Designated for Future Equipment Needs	<u>\$ 64,461.39</u>
	Total Fire Fund	\$151,670.42
Fire Relief Fund	All Undesignated -	\$ 1,365.57
Post Retirement Fund	Designated for Post Retirement Benefits	\$ 7,393.56
Library Fund	All Undesignated/Operational -	\$ 16,777.36
2000 Improvement Debt	All Reserved for Debt Service -	\$137,911.57
Water Fund	Undesignated/Operational -	\$ 69,272.42
	Designated for Future Capital Needs	<u>\$150,856.02</u>
	Total Water Fund	\$220,128.44
Sewer Fund	Undesignated/Operational -	\$ 65,909.87
	Designated for Future Capital Needs	<u>\$ 37,331.59</u>
	Total Sewer Fund	\$103,241.46
Ambulance Fund	Undesignated/Operational -	\$ 34,180.00
	Designated for Future Equipment Needs	<u>\$274,981.69</u>
	Total Ambulance Fund	\$309,161.69
Cemetery Fund	Undesignated/Operational -	\$ 28,086.30
	Designated as Investment Fund for Maint.	<u>\$ 20,000.00</u>

	Total Cemetery Fund	\$ 48,086.30
Lawful Gambling Fund	Designated for Allowable Expenditures to Local Youth Recreation Programs and Public Safety -	\$ <u>2,564.84</u>
	TOTAL FUNDS	\$1,317,156.35

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Adam Bailey to approve Resolution # 2011-05- to accept the 2011 Fund Balance Designation. The Motion carried unanimously.

Roll Call

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

8.02 Resolution 2011-06; MnWARN Resolution

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Wes Vork to approve Resolution # 2011-06- to accept the Mutual Aid Agreement and join MnWarn. The Motion carried unanimously.

Roll Call

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

8.03 MnWARN Mutual Aid Agreement

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Adam Bailey to approve City Administrator Van Guilder and Mayor Leola Rodd to sign and submit the MnWarn Mutual Aid Agreement. The Motion carried unanimously.

9.00 General Business

9.01 Project updates

Twin Lakes Merger Process- City Administrator Van Guilder met with David Drone during the MN Rural Water Training and Mr. Drone will be attending a meeting with MSA Professionals to discuss the financial options and feasibility of the Hwy 210 waterline.

Old Hotel- Working with Mr. Pat Oman the economic Development Director on getting funds through the Small Cities Improvement Grant.

Energy Grant - Extra funds available so more lighting was update in the Civic Center.

Otter Creek Bridge Project – Working on Grant and working towards railroad crossing and payment to Munger Trail this summer.

10.00 Staff and Committee Reports & Recommendations

10.01 City Administrator Report – Attended the Minnesota Rural Water Training in St. Cloud with Public Works Superintendent Guy Wait and New Maintenance Supervisor Derek Wolf; Mr. Wolf learned a lot.

City Administrator Van Guilder discussed a letter that was received from the Attorney Generals office regarding a no load charge in the amount of \$275.00 from a person that is not willing to pay the bill due to the fact he did not call for the ambulance.

10.02 City Engineer Report – None

10.03 Public Works Report - None

10.04 Fire Department Report - None

10.05 Business Development Committee Report – Council Member Kirk Johnson discussed the CCEDAC meeting that was held with Minnesota Power and the DOT to discuss the banner poles that were placed near the Four Seasons. The poles were placed in the road right of way which puts requirements on the timeframe a banner can be up on the poles, if the poles are moved 50 feet out of the right of way then the poles can be utilize whichever way the CCEDAC Board chooses.

10.06 Parks & Recreation Committee Report - None

10.07 Library Board Report – None

10.08 Four Seasons Report – None

10.09 Council Member Report – Council Member Wes Vork stated concerns regarding assisting the businesses in town if possible. Discussion revolved around the Small Cities Grant; possibly meeting with the businesses in town and asks if there is anything the City can do to assist them; businesses promoting themselves; looking at bringing new businesses to town and the need for the merger with Twin Lakes Township.

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
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13.02

Monday, April 18, 2011

Board Appeals

10 AM

Carlton

County Board Room

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 7:01pm. **The motion carried unanimously.**

Respectfully Submitted,

Lori Schubitzke
Deputy City Clerk