

Regular Meeting of the Carlton City Council held Tuesday, June 14, 2011

1.00 Call to Order & Roll Call 5:00pm

Mayor Rodd calls the meeting to order at 5:00pm.

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 – Matt Moretto and Jeff Bloom presented a new business they are starting called Ponderosa Sales hosted under DoBid.com that allows on-site and off-site auction bidding.

City Administrator Van Guilder stated the location of the property is in a M-1 zoning and the need for a Planning Commission meeting to do a conditional use permit for the location even though it is just going to be the central office location.

Discussion continued regarding DoBid.com and what it entails, the increasing popularity and setting up a planning commission meeting.

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

With the addition of 7.03 Carlton Resident Corey Gray request for sewer bill adjustment.

MOTION was made by Councilmember Adam Bailey 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, May 10, 2011.

5.02 Approval of Bills: Exhibit A dated June 14, 2011 in the amount of \$78,367.37.

5.03 Approval of Check Numbers – 22584 - 22698

5.04 Review and Approval of Petty Cash.

5.05 Raffle Permit – Carlton Firemen’s Relief- July 31, 2011.

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

5:15 PM CLOSE REGULAR MEETING CLOSE REGULAR MEETING CLOSE REGULAR MEETING

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Adam Bailey to close the Regular Meeting and open Public Hearing the time being 5:16pm.

Mayor Rodd calls the Public Hearing to order at 5:17pm

6.00 Public Hearings – Cloquet Memorial Hospital – Interim Financing

6.01 Discussion – Discussion on progression of construction.

6.02 Resolution 2011-10 Giving Preliminary & Final approval of Issuance/sale

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Adam Bailey to approve Resolution # 2011-10– Resolution Giving Preliminary and Final Approval to the Issuance and Sale of Healthcare Facilities Revenue Bonds, Series 2011 (Community Memorial Hospital Association Project), in the Aggregate Amount of Not to exceed \$8,000,000 and Authorizing the Execution of Documents relating thereto”. The Motion carried unanimously.

Roll Call

Leola – Aye

LeAnn – Aye

Kirk – Aye

Wes - Aye

Adam - Aye

6.03 Adjournment of Public Hearing

Having no further business to conduct, a MOTION was made by Council Member Kirk Johnson and seconded by Council Member Wes Vork to adjourn the Public Hearing, the time being 5:20 pm. **The motion carried unanimously.**

OPEN REGULAR MEETING

OPEN REGULAR MEETING

OPEN REGULAR MEETING

Mayor Rodd calls the Regular Council meeting to order at 5:20pm

7.00 Petitions, Communications & Correspondence

7.01 MN Energy Resources – Franchise agreement

City Administrator Van Guilder stated that Minnesota Energy is putting out a 10 year Franchise Agreement.

Conversation continues regarding the possibility of adding the franchise fee in the future, putting in the community news stating the City’s decision not to add the fee onto the resident’s bill.

MOTION was made by Councilmember Adam Bailey and seconded by Councilmember Wes Vork to deny the Minnesota Energy Resources Franchise Fee Agreement. The Motion carried unanimously

7.02 SEH Engineering Services

City Administrator Van Guilder informed the council that City Engineer Chris Rousseau is not longer with MSA and is now working for Minnesota Power. Ms. Van Guilder stated the City is being approached by new Engineering firms.

Discussion continues regarding the possibility of looking for a new Engineering Firm, issues the City has had in the past with other firms, MSA’s current Master Service Agreement and putting out a Request for Proposal (RFP).

7.03 Resident Corey Gray – Sewer Adjustment Request

City Administrator Van Guilder stated a letter was received from Resident Corey Gray asking for his sewer to be discounted for the month of May 2011 due to the fact that the new backup sump pump he installed is a water gravity fed unit that uses water to activate the sump pump when the power goes out and the primary sump pump stops pumping. The primary unit went out and the backup kicked in and used about 9,000 gallons of water but it went into the storm sewer and not the sanitary sewer system and would like his sewer discounted.

Discussion continued regarding possible future discounts, no summer rates offered for watering lawn or washing cars, Mr. Gray's average usage and the City not setting precedence for future issues.

MOTION was made by Councilmember Wes Vork and seconded by Adam Bailey to approve Carlton Resident Corey Gray sewer adjustment request for the month of May 2011 in the amount of \$50.00. The Motion carried unanimously

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2011-11 Grant Money acceptance – NER Radio Grant

MOTION was made by Councilmember Adam Bailey and seconded by Kirk Johnson to approve Resolution # 2011-11– to accept the Grant Money in the amount of \$2,497.73 for the NER Radio Grant. The Motion carried unanimously.

Roll Call

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

9.00 General Business

9.01 Project updates:

Otter Creek/Pedestrian Bridge- The bridge, railroad crossing and trail plans are substantially complete and the required Project Memorandum has been submitted to Carlton County and Mn/Dot for approval. City Administrator Van Guilder, Council Member Kirk Johnson, the State, the County, and MSA will meet on Tuesday, June 20 at 10:00 am.

Highway 210 Connection- The plans and specs for the project are substantially complete. MSA and the Twin Lakes continue to finalize permits, easements and work to secure funding.

FDLTCC/City of Carlton – Business Venture- City Administrator Van Guilder and Kirk Johnson to meet with Bryan John on June 27, 2011.

9.02 Sanitary Sewer cleaning/televising project and RFP

City Administrator Van Guilder stated the City of Carlton needs to prepare a preventative maintenance program for the entire sanitary sewer system. This work will be for general maintenance purposes and will be used by the City to participate in the League of Minnesota Cities sewer back-up insurance incentive program. MSA will work with City staff to prepare a quotation package for cleaning and televising the entire

sanitary sewer system. The package is set up to allow the City to select how much work they want completed in any given year based on budget constraints and bid prices. It is anticipated that the cleaning and televising would be completed over a 4 year period with the first phase of the work beginning this summer.

Discussion continued regarding only approving the RFP at this time and getting quotes for doing the work, expanding the work out for longer rather than 4 years, the City doing it's own jetting of the systems and putting the City lines on a rotation schedule.

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Adam Bailey to approve the Sanitary Sewer cleaning and televising project Request for Proposal (RFP) as presented. The Motion carried unanimously.

9.03 Water/Wastewater Rate Study Proposals

City Administrator Van Guilder covers the Water and Wastewater Rate Study Proposals that was received from Springsted in the amount of \$4,750 with no follow-up and from Minnesota Rural Water in the amount of \$2,500 with a 3 year follow up at \$500 per year.

Discussion continues regarding problems with the past Matrix that where completed, the possibility of the City doing its own Matrix, USDA and PFA pulling the financing the City receives if the water rates are to low and the need for the Matrix to keep the City water and sewer funds sustainable.

MOTION was made by Councilmember Kirk Johnson and seconded by Councilmember Adam Bailey to approve the Water and Wastewater Rate Study Proposals from Minnesota Rural Water in the amount of \$2,500 with a 3 year follow up at \$500 per year. The Motion carried unanimously.

Councilmember Adam Bailey left meeting at 6:26pm

9.04 Fire Hall Furniture Expenditures

City Administrator Van Guilder informed the council of the budget items to redo the living quarters of the Fire Hall and the need for the purchase of a new couch and mattresses which were not budgeted.

MOTION was made by Councilmember LeAnn Theisen and seconded by Councilmember Wes Vork to approve the purchase of new furniture for the Fire Hall living area in the amount of \$2, 500 with the unbudgeted \$1,500 to come out of the Ambulance Fund. The Motion carried unanimously.

9.05 City of Carlton Banner/Fee for installation

City Administrator Van Guilder informed the council of the banners that are being purchased for different events by the CCDEC, Rotary and the Deer Hunters that will be occurring during the year and was wondering if the City of Carlton would like to purchase a Welcome to the City of Carlton sign.

Conversation continues regarding CCDEC doing a sign policy with the City adopting that policy which requires the size, style and where to purchase the signs; City Administrator Van Guilder will apply for a tourism grant through the county.

Councilmember Wes Vork would not pick apart the artwork on the banners.

MOTION was made by Mayor Leola Rodd and seconded by Councilmember LeAnn Theisen to approve the Welcome to the City of Carlton Banner and Fee for Installation in the amount of \$750 for the Banner and \$150 Fee for Installation with City Administrator Van Guilder to apply for a Tourism Grant through Carlton County. The Motion carried unanimously.

9.06 Merger Meeting with City of Thomson

City Administrator Van Guilder stated that the Clerk from the City of Thomson came in and would like to set up a meeting between her council and the City of Carlton to discuss the possibility of the City of Thomson merging with the City of Carlton. June 20, 2011 at 9:00, CJ will call Ruth to see if it works.

10.00 Staff and Committee Reports & Recommendations

10.01 City Administrator Report -

Worked with Public Works on several emails that needed to be answered and completed a to do list for several items that needed attention in town.

Worked on employee benefit log.

Worked on budgets with different departments. Will need to schedule a fire board meeting soon. Please be watching for emails regarding times and dates.

Received a call from the City of Thomson to set up a meeting to discuss a possible merger. I requested from the Thomson Clerk to discuss different dates when our councils can meet to have this discussion. Yet another email to be watching for.

Just a reminder that Bruce's retirement party will be held at the Four Seasons upper level on June 18, 2011 from 5pm to 7pm.

10.02 City Engineer Report - Previously Covered.

10.03 Public Works Report -

We went to the state and they gave us blacktop to patch the streets.

This is in exchange for some of the water that they take from us to clean the bridges. They get a lot of water from us but money wise we are still way ahead.

The state program that gives us summer help has not yet been funded for this year so we lost Brian Schubitzke as summer help. He did get a summer job elsewhere, so good for him.

The cemetery looked very good for Memorial Day as usual. Everyone involved went over and above to make it look good.

We are looking at possibly replacing the Case skid steer. I am going to try to get a used Cat model 236 from Ziegler to try out. We will use it to finish the yard work needed at the water leak that was near the high school.

The contractor that is boring the conduit for the new fiber optic is in town making holes all over. It took Derek and myself three full days to do all the locates that were needed for this. The good thing is we both learned where a lot of water lines, sewer lines and water shutoffs are located. We also learned where some of the old and abandoned lines are at.

We are flushing fire hydrants this coming week. Hopefully this will help to keep the water clean and will test the hydrants to make sure that they work properly.

One of Loram's (rail road) track grinders is parked behind the Cozy while being rebuilt. Last summer the same grinder cost \$1,000,000 to repair. Most of the money was from local businesses. Let's hope they keep doing their repairs here.

Carlton Daze is right around the corner. By the next council meeting we will be working on getting the town ready for that.

10.04 Fire Department Report –

A training burn being conducted by the City of Wrenshall in Holyoke Township at the end of July.

A training burn in Twin Lakes Township in July.

The EMT living quarters of the Fire Hall is being remodeled. Just waiting for the new furniture to be delivered. Thanks to Dane Johnson and Derek Johnson and the crew for all the hard work. Thanks to CJ for shopping for the furniture.

New Ambulance is being built now. About 60 days from completion.

Working on ideas for Carlton Daze. We will have the open house with hot dogs etc.

10.05 Business Development Committee Report – Working on the Playground at the DNR Park and the park by the tennis courts.

10.06 Parks & Recreation Committee Report – None

10.07 Library Board Report – None

10.08 Four Seasons Report – Working on Grant to put a full Kitchen in the upstairs of the Four Seasons.

10.09 Council Member Report – Fiber optic was run up to the Civic Center Building with no charge to the City with hopes that the City will hook up.

10.10 Mayor's Report – Good Job to Public Works on getting the DNR Park ready for the MS Bike.

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

JUNE 18, 2011

Bruce Snyder Retirement

Four Seasons

5pm -7pm

14.00 Adjournment Having no further business to conduct, a MOTION was made by Council Member Kirk Johnson and seconded by Council Member Wes Vork to adjourn, the time being 6:51 pm. **The Motion carried unanimously.**

Respectfully Submitted,

Lori Schubitzke
Deputy City Clerk