

Carlton City Council
MEETING MINUTES
Tuesday, January 13, 2015

1.00 Call to Order & Pledge of Allegiance 6:00pm

Mayor Bureau called the meeting to order, the time being 6:00 pm.

Oath of Office – Mayor Bureau and Councilors O’ Brien, Gustafson, Vork and Rodd

Clerk Hartung administered the Oath of Office for reelected Mayor Kitty O’ Hara Bureau, Councilors Selma O’ Brien, Ann Gustafson, Wesley Vork and Leola Rodd.

2.00 Roll Call – Agenda Additions/ Deletions

Council Present: Mayor K. Bureau, L. Rodd, W. Vork, S. O’Brien, A. Gustafson

Council Absent: None

Staff Present: Clerk/ Treasurer T. Hartung; Public Works Superintendent D. Wolf; Consultant Ruth Jorgenson, Fire Chief Johnson

Others: Brian Miller, MSA, Jane Holmes

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 L. Rodd and seconded by Councilor S. O’ Brien to approve the agenda with the correction of the Liquor at the Fire Hall to February not March. 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 and Truth in Taxation on December 9 2014, Work Session on December 9, 2014, Special Meetings on December 5th, December 22nd, 2014

5.02 Approval of Bills: Exhibit A dated January 13, 2015 in the amount of \$180,452.09

5.03 Approval of Check Numbers – 27488 – 27608

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 - Carlton

Clerk Hartung corrected the amount of the ICO bill to \$1,256.66 bringing the total for the Exhibit A to \$180,624.86. Councilor Vork requested clarification of a few check items including the Dept of Commerce, Wetlands payment and the Carlton County Transportation. Councilor Rodd inquired about the receivables for the criminal prosecutions and Councilor Gustafson asked about the amount that was overspent on the purchase of the trailer.

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve the consent agenda. The motion passed unanimously.

6.00 Public Hearings

6.01

7.00 Petitions, Communications & Correspondence

7.01 Ruby's Pantry – Request for Donation

The council reviewed the past donations and the balance of the charitable gambling fund. Clerk Hartung pointed out that Ruby's Pantry provides a needed service to the area and that there are funds available to donate if they chose to do so. No action was taken to approve a donation.

7.02 Carlton County Recycling Shed Hours

Clerk Hartung presented the request from Carlton County to change the recycle shed hours for effective April 1, 2015. The current hours total 14 hours per week in the winter and 17 hours per week in the summer.

A MOTION was made by Councilor A. Gustafson and seconded by Councilor B. O' Brien to approve the recycle shed hours affective April 1st, 2015 to be Wednesday through Friday 2pm to 6pm and Saturday 9am to 1pm totally 16 hours per week. The motion passed unanimously.

7.03 MN Bike/Hike Guide

Clerk Hartung requested approval advertising the in the MN Bike/Hike Guide. Discussion about the guide and the promotion of the city.

A MOTION was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to approve advertising in the MN Hike/ Bike Guide for 2015 at the \$195.00 listing for this year. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 RESOLUTION # 2014-37 ORDERING OF IMPROVEMENT AND PREPARATION OF PLANS

The MOTION approving Resolution 2014-37 was presented and approved at the December 22, 2014 meeting. Clerk Hartung presented the printed copy for information only.

8.02 RESOLUTION # 2015-01 ANNUAL ADMINISTRATIVE RESOLUTION

A MOTION was made by Councilor A. Gustafson and seconded by Councilor W. Vork to approve Resolution # 2015-01 Annual Administrative Resolution with Councilor L. Rodd designated as acting mayor. The motion carried unanimously.

ROLL CALL

W. Vork	Yea
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

8.03 RESOLUTION # 2015-02 FEE SCHEDULE FOR 2015

Councilor A. Gustafson requested an increase in the cemetery lot fee from \$650.00 to \$750.00 with the increase being designated into a fund or account for future repairs and maintenance of the cemetery. Clerk Hartung was directed to prepare an updated Ordinance to include the increased amount.

A MOTION was made by Councilor L. Rodd and seconded by Councilor B. O' Brien to approve Resolution # 2015-02 Fee Schedule for 2015 as presented. The motion carried unanimously.

ROLL CALL

W. Vork	Yea
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

8.04 RESOLUTION # 2015-03 SCORE GRANT FROM CARLTON COUNTY

A MOTION was made by Councilor L. Rodd and seconded by Councilor W. Vork to approve Resolution # 2015-03 SCORE Grant from Carlton County for 2015. The motion carried unanimously.

ROLL CALL

W. Vork	Yea
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

9.00 General Business

PROJECT UPDATES

9.01 Trail Extension

9.02 Joint Powers Board

Connie Christianson is working on a grant for the development of a waterline.

UNFINISHED BUSINESS

9.04 DNR Agreement

Bill Helwig has not authorized the approval of the DNR Agreement and Mayor Bureau asked that the abutting neighbors be kept aware of developments of the land swap.

9.05 Thomson Rental Agreement

Discussion regarding the name, prices and the agreement for the hall. Clerk Hartung requested additional time to develop the agreement and a full review of the rules.

A MOTION was made by Councilor A. Gustafson and seconded by Councilor W. Vork to table that agreement for an additional month. The motion carried unanimously.

NEW BUSINESS

9.06 2015 Meeting Schedule

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson to approve the 2015 Meeting schedule as presented. The motion passed unanimously.

9.07 School Avenue/ 6th Street Survey – MSA

City Engineer Brian Miller presented the inspection findings for the 6th Street connections. Due to the extreme weather conditions, a complete survey of 6th Street was impossible.

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson to allow MSA to complete the borings on the 6th Street along with the other boring on the project. The motion passed unanimously.

9.08 Cell Phone Policy

PW Wolf requested a change to the City Cell Phone Policy to include a definition of BYOD (Bring Your Own Device) and a change to the item "In the event that a City-owned cell phone is lost, stolen or damaged, the employee is responsible for reporting it to the City Clerk". The request was to change from City Clerk to Department Head.

A MOTION was made by Councilor A. Gustafson and seconded by Councilor S. O' Brien to authorize those changes to the current policy. The motion passed unanimously.

9.09 Insurance Spreadsheet

PW Wolf requested that an adjustment be made to the employee contribution amount based on updated numbers received from Blue Cross Blue Shield.

A MOTION was made by Councilor L. Rodd and seconded by Councilor W. Vork to change the contribution amount required from the employees for 2015 Health Insurance Benefit from 12.7% to 12.3% of the monthly premium. The motion passed unanimously.

9.10 Comp/Sick Time

A MOTION was made by Councilor L. Rodd and seconded by Councilor A. Gustafson to table this item until a special meeting February 3rd at 4pm. The motion passed unanimously.

9.11 Resignation of Albert White, Recycle Shed Coordinator

A MOTION was made by Councilor A. Gustafson and seconded by Councilor S. O' Brien to accept his resignation effective immediately and request a pre-employment physical of Mr. White prior to allowing him to return to work based on the requirements of the job description. The council reviewed the Recycle Shedkeeper job description and clerical errors were corrected. The motion passed unanimously.

9.12 IRS Payroll Corrections

Clerk Hartung informed the council of receipt of the resolution of the payroll corrections from 2011 submitted to the IRS and they have assessed a penalty of \$4,600.00. Clerk Hartung has received a 6 week extension of the deadline for payment with a request for abatement of the penalties. Council requested to be kept informed of any further communication from the IRS.

9.13 HRA Request for Approval

Deputy Clerk Conway requested an equal benefit of \$2,650.00 to be contributed to an HRA (Health Reimbursement Arrangement) for employees that have waived insurance coverage of the city health insurance/HSA.

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve Mayor Bureau to further investigate the legalities of a HRA Agreement and if the HRA does not affect the other offered benefits, the Mayor is authorized to facilitate to plan at her discretion. The motion passed unanimously.

9.14 Liquor at Fire Fall on February 7th, 2015

A MOTION was made by Councilor L. Rodd and seconded by Councilor W. Vork to approve the consumption of alcohol at the Fire Hall on February 7th after BINGO. The Motion passed unanimously.

9.15 Defibrillator Bid for Ambulance

A MOTION was made by Councilor A. Gustafson and seconded by Councilor S. O' Brien to purchase a second heart monitor from Zoll for the back up ambulance. The motion passed unanimously.

9.16 Vehicle for Fire Department

A MOTION was made by Councilor A. Gustafson and seconded by Councilor W. Vork to purchase an SUV for the ambulance department. The motion passed unanimously.

9.17 Dump Truck Sealed Bids

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson to accept the bid for the sale of the dump truck from Randy Kiminski for \$3,350.00. The motion passed unanimously.

9.18 STS Worker

9.19 4th Quarter Ambulance Write-offs

A MOTION was made by Councilor L. Rodd and seconded by Councilor W. Vork to approve the 4th Quarter ambulance write-offs. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

The following is a brief list of the items that I worked on in December:

- Negotiate Lease Agreement with Verizon Wireless for Water Tower Use
- Work with KDV and Wipfli on 2014 Audits
- Distribute all Liquor Licenses
- Finalize all 2015 Budget reports to Carlton County
- Prepare for School Avenue Meeting – Dec 22nd
- Prepared Proposed Budget Printed Notification
- Prepare and Distribute Unclaimed Property Report
- Reconcile all accounts
- Meeting with John Powers – Comprehensive Plan

Plans for January include:

- Work with DNR on Land Swap Agreement
- Prep for 2014 Year-End Audit – week of February 2nd
- Update Firewall, Wireless Router and Microsoft Exchange Email
- Meeting with WLSSD for I&I Plan review
- Continue to work with Ordinances and City code
- Continue work on Comprehensive Plan development

Dates to be aware of:

January 19th - Office Closed in observance of MLK Day

10.02 Fire Department Report

We have been busy with year-end work and prepping for the new year. We ended the year with 623 emergency calls, the most ever for our department by 50. We sent our 2001 ambulance off this week to get remounted in Iowa, we look forward to getting it back sometime in the first few weeks of March. Our Ambulance Service was inspected by the state in November with no major findings so we received our new license that is good for two years. Our final closeout letter for our 2012 FEMA grant for SCBA's was received and approved by FEMA so I am excited to have completed that project. We were able to purchase a new thermal imaging camera (\$7,499) with donation money as well as grant money from the AgStar foundation at no cost to the city. We are looking at funding avenues for the purchase of a second camera to be mounted on our other engine. We will be sending several people to the Arrowhead EMS conference this month which is hosted at the DECC and is one of the largest conferences of its type in the nation. Hopefully everyone is staying warm and we look forward to another successful year ahead. As always, thank you for your on-going support.

10.03 Public Works Report

Activities from December

- | | |
|--|-----------------------|
| - Water plant repair | - Purchase PJ Trailer |
| - Photo Eye Repair Water Tower | - Water Monitoring |
| - Try and work our health insurance benefit. | - Training Biwabik |
| - Lights on Red | - School Ave Locates |
| - 6 th Street Locates | - Civic Center Repair |

Activities for January

- | | |
|-------------------------|----------------------------------|
| - Water Treatment plant | - Lawn mowers service |
| - Sell 92 dump truck | - Meet with Gas Company |
| - Plow snow | - Straighten out comp time sheet |
| - Service 252B | - Water monitoring |

Water Plant Update

- Continuing monitoring for improved water quality
- Chlorine and Fluoride repair
- Manganese removal install 01/19/2015
- Updating water meters.
 - o Influent-new into plant 2,650.00,
 - o Backwash-(new) filter cleaning - 1600.00
- Installing new meters when arrive.
- Marlyn Painted Walls

Note

George – Still has not received an “official” comp/vacation time spread sheet, as of 12-4-14

Derek – Has not received an “official” comp/vacation time spread sheet as of 9/9/2014, I have seen copies that are completely different from the time that I have recorded on my time card.

Derek – out of town 9th – 12th of January

Derek – Training on January 14th maybe?

10.04 Library Director Report

What I have accomplished:

- o 213 patrons visited in December (open 83 hours)
- o Movie Night (Muppet Christmas Carol) - 2 adults, 3 children
- o Bucket Raffle
- o Naturalist Program with Jay Cooke State Park

What I am working on:

- o Book clubs
- o Possible move
- o Winter Reading Program and activities

Chores:

- o Computer maintenance (Weekly)

- Cleaning – dust, sweep, mop, vacuum, garbage, windows
- Pull list
- Magazine cataloguing
- Story Time
- Overdues
- *Board Meeting Reports* (Monthly)
- *Petty Cash*
- *Tally sheets, summary*
- *Community News Article*
- *FOL Meetings*
- *Video rotation, large print rotation*

10.05 Council Member Report

A. Gustafson asked to begin the process of condemnation of dilapidated houses in Thomson. Hockey game.

10.06 Mayor Report recognition day for volunteers.

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

Regular Meeting – February 10, 2015 at 6pm , Carlton City Hall

13.00 Adjournment

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. O’ Brien to adjourn the meeting, the time being 8:35 pm. The motion passed unanimously.

Respectfully Submitted,

Tracey Hartung

Clerk/ Treasurer