

**Carlton City Council**  
**MINUTES**  
**Tuesday, February 10, 2015**

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

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

**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; Deputy Clerk Conway Clerk; Fire Chief Johnson; Library Director Johnson

*Others:* Jennifer Smith, Wipfli

**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 W. Vork to approve the agenda with the addition of **9.55** School Avenue/6<sup>th</sup> Street. 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 on January 13 2014, Special Meeting on February 3, 2015 and Closed Meeting on February 3, 2015

**5.02 Approval of Bills:** Exhibit A dated February 10, 2015 in the amount of \$135,888.13

**5.03** Approval of Check Numbers – 27609 - 27716

**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

Councilor A. Gustafson requested that the word “missing” be changed to “omitted” from the Special Meeting minutes from February 3, 2015. Clerk Hartung agreed to change the wording.

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

**6.00 Public Hearings**

**7.00 Petitions, Communications & Correspondence**

**7.01 Notice of Board of Equalization – April 14<sup>th</sup>, 2015**

Councilor Vork is the only councilor that is currently trained. Carlton County will be hosting a Board of Equalization training this fall and Clerk Hartung requested to attend the training as well as encouraging all councilors to attend. Clerk Hartung will keep the council informed of upcoming training.

**7.02 MN Department of Revenue – Carlton County Transit Sales Tax**

A Carlton County half percent sales tax will be implemented on April 1, 2015 per the MN Department of Revenue.

**7.03 Tax Levy Abatement – (\$21,335.77) Interfaith Care Center**

Discussion regarding the recent tax abatement by Inter-Faith Care Center in the amount of \$21, 335.17) and any tax abatements that may be pending. The amount is deducted from our tax levy payment.

**7.04 Requests for Donation – Carlton Yearbook, Carlton Community News, Father/Daughter Ball**

**A MOTION** was made by Councilor L. Rodd and seconded by Councilor S. O’ Brien to approve a donation to the Carlton Yearbook from the Charitable Gambling fund in the amount of \$100.00. The motion passed unanimously.

**A MOTION** was made by Councilor L. Rodd and seconded by Councilor A. Gustafson to approve a donation to the Carlton Community News from the Charitable gambling fund for \$300.00 and a sponsorship of \$75.00 for a total of \$375.00. The motion passed unanimously.

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to approve a donation to community Education for the Father/Daughter Ball from the Charitable gambling fund for \$200.00. The motion passed unanimously.

**8.00 Ordinances; Resolutions and Policies**

**8.01 RESOLUTION # 2015-04 ADOPTION OF HRA**

**A MOTION** was made by Councilor L. Rodd and seconded by Councilor W. Vork to approve Resolution # 2015-04 Adoption of HRA. The motion carried unanimously.

**ROLL CALL**

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

**8.02 RESOLUTION # 2015-05 ESTBALISHING CEMETERY BURIAL PLOT FEES**

Clerk Hartung reviewed the research regarding the recent request to raise the cemetery rates and establish a permanent care fund for the cemetery. Councilor Vork proposed to establish the fund with only the interest being used. It was believed that would be too restrictive and the fund will not be able to build enough to sufficiently establish the purpose of the fund.

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor S. O’Brien to approve Resolution # 2015-05 establishing cemetery burial lot prices at \$ 750.00 with \$100.00 to designated funds for perpetual care. 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 # 2015-06 ACCEPTING GRANTS AND DONATIONS**

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to approve Resolution # 2015-06 Accepting Grants and Donations to the Library. 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**

PW Wolf will provide quotes for the construction of the trail extension at the March council meeting.

**9.02 Joint Powers Board**

Connie Christianson, Carlton County EDA, has been working with Sen. Rick Nolan to come up with funding for the waterline. Randy Willie, co-chair for the Joint Powers Board, would like to call a meeting. The meeting is pending for some time in March.

**UNFINISHED BUSINESS**

**9.04 DNR Agreement – Land Swap still desired?**

Bill Helwig has indicated that a land swap has some redundancy right now as the playground has been built. The city is still obligated to construct the trail connection between the Munger trail and the Laveau trail. Councilor Gustafson will continue to follow up with Marty Torgerson from the MN DNR on their intentions.

**9.05 Thomson Rental Agreement – no changes at this point**

Clerk Hartung will continue to research the Rental Agreement and the options for the building.

**9.055 School Avenue**

**A MOTION** was made by Councilor L. Rodd and seconded by Councilor A. Gustafson to include 6<sup>th</sup> Street in the design phase of the School Avenue project. The motion passed with Councilor Vork voting nay.

**ROLL CALL**

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

Councilor Gustafson noted that without the assignment of a permanent engineer and utilizing interns she is apprehensive about the management construction phase. Clerk Hartung was directed to invite MSA to the March council meeting to provide an update of the plans and the status of an assigned engineer. PW Superintendent indicated that he was not happy with the staff person (that provided support in Thomson) named Phil.

## NEW BUSINESS

### 9.06 2014 Thomson Audit Report

Jennifer Smith presented the 2014 Audit report and provided some background on Wipfli's history with the City of Thomson. Ms. Smith highlighted the various funds and revenue and debt remaining. She continued with the highlights of the water and sewer funds and the balances and indicated that the Thomson financial report shows a disposal of infrastructure assets as of January 1, 2014 and therefore not depreciated.

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor S. O'Brien to receive the 2014 for the City of Thomson. The motion carried unanimously.

#### ROLL CALL

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

**Councilor S. O'Brien left the meeting, the time being 7:03pm.**

### 9.07 Leave Request for Clerk/ Treasurer– March 27<sup>th</sup> to April 5<sup>th</sup>, 2015

**A MOTION** was made by Councilor L. Rodd and seconded by Councilor W. Vork to approve Clerk Hartung's vacation request. The motion carried unanimously.

PW Superintendent clarified that the request only needs approval if the vacation is over 2 weeks.

### 9.08 LG220 NWTF – March 19<sup>th</sup>, 2015

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor W. Vork to approve the request for Gambling Permit for the NWTF. The motion carried unanimously.

### 9.09 LG220 Carlton County Deer Hunters – September 17, 2015

**A MOTION** was made by Councilor W. Vork and seconded by Councilor A. Gustafson to approve the request for Gambling Permit for the Carlton County Deer Hunter's. The motion carried unanimously.

### 9.10 2014 Budget Fund Transfer Approval

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to transfer the amounts as follows: From General to Public Works capital in the amount of \$20,000.00, From Fire to Fire capital in the amount of \$40,000.00, From Ambulance to Ambulance Capital for \$30,000.00 and From Water to 2000 Improvement in the amount of \$20,000.00. The motion carried unanimously.

### 9.11 Wells Fargo Bank Account and Transfers

Clerk Jorgenson indicated the remaining monies of the Thomson funds is \$188,406.40 and Ruth would like authorization to close the Wells Fargo account and deposit the funds in the appropriate funds with a discussion regarding the Utility Repair Fund. Council and staff discussed the possibilities.

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor W. Vork to close the Wells Fargo account and deposit the monies as follows: \$82,619.30 General Fund, \$13,068.24 Thomson City Hall Replacement, \$1,135.05 Water Fund, \$29,668.11 Sewer Fund, and the Utility Repair Fund to be divided as follows: \$ 30,957.85 Water Treatment Plant, \$15,478.93 Parks & Rec, \$15,478.92, Civic Center. The motion carried unanimously.

### **9.12 Public Works Equipment Rate Sheet**

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to approve the Public Works Rental Rates for 2015 for neighboring cities. The motion carried unanimously.

### **9.13 Dump Truck Revenue Transfer**

**A MOTION** was made by Councilor L. Rodd and seconded by Councilor W. Vork to make a transfer from the general fund to the Public Works capital fund in the amount of \$3,350.00. The motion carried unanimously.

### **9.14 Water Plant Exterior Light Quotes**

PW Wolf reviewed the 2 quotes for lights for the WTP and indicated that he has not decided on which company to use.

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor W. Vork to accept the quote for WTP lights not to exceed \$2568.00. The motion carried unanimously.

### **9.15 I&I Report**

PW Wolf presented the 2 page Memo I&I Summary report from Joe Jurewicz of MSA. Clerk Hartung asked for the full report and PW Wolf indicated that there is a full report however, the full report was not presented.

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to accept the 2015 I&I Report. The motion carried unanimously.

### **9.16 Recycle Center Employee/Pay rate for Marlyn Ninneman**

Mayor Bureau informed the council that Albert White did not pass the pre-employment physical. Del Forneris has been filling in and Marlyn Ninneman has been staffing the recycle Center for the past week. PW Wolf requested approval for Marlyn Ninneman to work at the Recycle Shed for 16 hours per week at \$8.76 and Public Work for 8 hours per week at \$10.20. PW Wolf discussed how to fill the gap if Marlyn accepts the offer. Councilor Gustafson asked about the Workforce Center student job training program.

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to offer Marlyn Ninneman the position of Recycle Shedkeeper for 16 hours per week at the rate of \$8.76 and 8 hours per week for Public Works at \$10.20 per hour. The motion carried unanimously.

**A MOTION** was made by A. Gustafson and seconded by W. Vork to pay Marlyn Ninneman the rate of \$10.20 for the sub pay for the recycle center for 3 days last week. The motion carried unanimously.

Direction was given to PW Wolf to begin the process of filling the Part-time maintenance position.

### **9.17 Restitution Worker**

Mayor Bureau introduced the information about an unidentified restitution worker. Clerk Hartung advised the council of the potential liability to the city based on the prior convictions. Deputy Clerk Conway expressed her concern with the domestic assault conviction. Mayor Bureau suggested the council consider the worker if he was only working outside. PW Wolf indicated that this may lead to more workers like this coming forward. Clerk Hartung informed the council that the prior convictions for this person included DUI, controlled substance, disorderly conduct, burglary and domestic assault and has been on disability for the past 6 years. Direction was given by Councilor Vork to PW Wolf to convey the denial to the worker.

**A MOTION** was made by Councilor W. Vork and seconded by Councilor A. Gustafson to deny the request for the unnamed restitution worker's community service. The motion carried unanimously.

### **9.18 Floating Holidays**

**A MOTION** was made by Councilor W. Vork and seconded by Councilor L. Rodd to clarify that Floating Holidays do not count as time worked. The motion carried unanimously.

### **9.19 MSA GIS Technical Services**

Clerk Hartung requested approval of Task Order 1 for 2015 GIS Service from MSA. Further inquiry to the options for collaboration with Carlton County GIS and additional options for updated programming. PW Wolf indicated that he has not been utilizing the program to its full potential in updating the infrastructure information. Councilor Gustafson gave direction to PW Wolf that the infrastructure information should be kept up to date as the GIS is only as good as the information that we provide for the engineer's.

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to approve the MSA Task Order 1 for GIS Technical Services for 2015. The motion carried unanimously.

### **9.20 2015 MCFOA Conference – Tuesday, March 17<sup>th</sup> to Thursday, March 19<sup>th</sup>**

**A MOTION** was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to approve Deputy Clerk Conway to attend the 2015 Clerk's Conference. The motion carried unanimously.

### **9.21 Building Committee/Ideas for Upstairs space**

Clerk Hartung requested that a committee be formed to develop a plan for our building utilization. Directions was given to PW Wolf to obtain quotes for the outside repairs of the roof using the structural analysis from Northland and Clerk Hartung to pursue further consulting with an architect and the information should be brought back to the full council. Councilor Vork indicated that he would be in favor of painting and prep of the upstairs.

## **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 January:**

- Negotiate Lease Agreement with Verizon Wireless for Water Tower Use
- Work with KDV and Wipfli on 2014 Audits
- Meeting with John Powers – Comprehensive Plan
- Cemetery Research and Resolution
- Ads for MN Bike/ Hike Guide
- Prepare W-2's/ 1099's
- Update Firewall, Wireless Router and Microsoft Exchange Email
- I&I meeting with WLSSD
- Recycle Shedkeeper Meetings
- Press Release and info for Public Meeting

#### **Plans for February include:**

- Meeting with WLSSD for I&I Plan review
- Ambulance Billing & 2016 Budget Info
- Thomson Rental Agreement
- Facilitate transfers of debt, assets & receivables from Thomson
- Prepare for Public Input Meeting – March 5<sup>th</sup> @ 6:30pm
- Continue to work with Ordinances and City code
- Continue work on Comprehensive Plan development

Dates to be aware of:

February 16th - Office Closed in observance of President's Day

Clerk Hartung distributed copies of the Draft Comprehensive Plan and invited all to the Public Input meeting scheduled for March 5<sup>th</sup> at 6:30pm at the Four Seasons. PW Wolf requested an electronic copy and Clerk Hartung indicated that the full plan is available in pdf on the website. He inquired if he could save it to his email and Clerk Hartung said that it was in a pdf.

### 10.02 Building Official Report

Following are general statistics for building and construction activity in the City of Carlton for the year 2014:

<u>Type of Work</u>	<u>No of Permits</u>	<u>Dollar value</u>
New Houses	0	0
Apartment Buildings	0	0
New Commercial	0	0
Residential Rehabilitation	32	\$148,364
Commercial Rehabilitation	8	\$123,189
Garages	5	\$125,400
Other Buildings	1	\$2,000
Demolition	2	0
TOTAL	48	\$398,453

In addition, a total of 65 inspections of various types were performed during 2014. Inspections were performed when contacted by permit holders at the time the relevant work was ready. Notifications for an inspection is the responsibility of the permit holder.

I trust this information will be of use to you. Please contact me if there are any questions or concerns regarding any of it.

Respectfully submitted, William J. Schlenvogt, Building Official

### 10.03 Public Works Report

- Water plant Manganese
- Water Break Scanlon
- WLSSD Meeting
- All Mower Service
- Audit
- Water Leak in H2O Tower, install new pump and hoses

#### Activities from January

- Water Monitoring
- Civic Center Repair
- WLSSD I&I Report
- 252B Service
- Recycle Center

#### Activities for February

- Water Treatment plant
- Water monitoring
- Thomson/Carlton Signs
- Recycle Center Employee
- Straighten out comp time sheet
- DNR Report
- Recycle Center Sign
- Plow Snow

#### Water Plant Update

- Continuing monitoring for improved water quality
- Fluoride repair
- Manganese removal installed 01/20/2015-Working Great! We are at the level we want to be!!!!
- Updating water meters. - Waiting on Meter to install.
  - o Influent-new into plant
  - o Backwash-(new) filter cleaning
- Replace Outside Lighting
- Hoping to remove CO2 tank soon
- Figuring out next step, which direction

#### Note

Possibly looking at replacing the 2007 white dodge this summer.

Getting quotes for skid loader brooms

### 10.04 Library Director Report

What I have accomplished:

- 270 patrons visited in January (open 78 hours)
- Movie Night (Astro Boy) - 5 adults, 5 children
- Winter Reading Program Activities
- Legacy Program- Wool Felting - 6 adults, 1 child
- Jay Cook Story time

What I am working on:

- Read with Me activities even number months to start
- Annual Report statistics gathered
- Love your Library Mailing

Chores:

- 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*
- *Large print rotation*

Jodie Johnson, Library Director

Library Director Jodie Johnson informed the council that maintenance of effort is the city obligation.

### **10.05 Council Member Report**

Councilor Rodd invited all to the Alumni Hockey game on March 7<sup>th</sup>, 2015.

### **10.06 Mayor Report**

Mayor Bureau clarified that Clerk Hartung did not change the actual timecards and misunderstanding was in the spreadsheets calculation. PW Wolf argued that the spreadsheets were his actual timecard and he claims they were changed. Councilor W. Vork added that following a full review of the process of timesheet calculation a timesheet recap form will be implemented and only full weeks will be included for the month and partial weeks will be added to the following month's calculation. Also, the hours will be calculated only to the ¼ hour.

### **11.00 RECAP ACTION ITEMS**

### **12.00 UPCOMING MEETINGS**

**Public Input Session – Comprehensive Plan – March 5<sup>th</sup> @ 6:30pm Four Seasons**

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

### **13.00 Adjournment**

**A MOTION** was made by Councilor W. Vork and seconded by Councilor A. Gustafson to adjourn the meeting, the time being 8:42pm. The motion carried unanimously.

**Respectfully,**

**Tracey Hartung, Clerk/ Treasurer**