

Carlton City Council
MINUTES
Tuesday, March 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

Others: Jennifer Piekarski, KDV; Brian Miller, MSA

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 addition of **9.17 Resignation of Library Board Member, 9.18 Request for Donation, 9.19 Northwoods Credit Union CD**. The motion passed unanimously.

Jen Piekarski, Auditor from KDV presented the 2014 Audit Summary and Powerpoint. A review of the auditor opinion, the financial statements and the findings as well as the compared and current fund balances. The assets from the City of Thomson will be included in the 2015 financial statements in addition to the debt attached to the assets. Mayor Bureau thanked her for her time and Ms. Piekarski left the meeting.

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 on February 10, 2015

5.02 Approval of Bills: Exhibit A dated March 10, 2015 in the amount of \$204,988.37

5.03 Approval of Check Numbers – 27717 - 27820

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

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

6.00 Public Hearings

6.01

7.00 Petitions, Communications & Correspondence

7.01 ISO Letter

Chief Johnson explained that the ISO Report was not included in the recent letter following the ISO determination, however our ISO classification has not changed. Chief Johnson will follow up with the company.

7.02 Greenhouse Flower Baskets

The city council directed Clerk Hartung to proceed with the flower pot sponsorship as we have done in past years. PW Wolf asked if the Greenhouse could be contacted and asked to clean out the concrete pots at the end of the season so that public works does not have to do that. Clerk Hartung will contact them and make that request.

7.03 PedalMN Bicycle Conference

Mayor Bureau asked if anyone was able to attend the conference this year and referred to information from the MN Dept of Transportation.

8.00 Ordinances; Resolutions and Policies

8.01 RESOLUTION # 2015-07 DESIGNATING THE ELECTION IN THE CONSOLIDATED CITY

A MOTION was made by Councilor L. Rodd and seconded by Councilor A. Gustafson to approve Resolution # 2015-07 Designating the Election in the Consolidated City. 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 # 2015-08 ACCEPTING GRANTS & DONATIONS

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve Resolution # 2015-08 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

Councilor Gustafson has made contact with Marty Torgerson from the DNR regarding the trail extension and they will be meeting regarding the trail. Based on that meeting not happening yet, it was recommended that the construction phase be postponed. Also, the Comprehensive Plan addresses some of the trail development and connections.

A MOTION was made by Councilor A. Gustafson and seconded by Councilor S. O' Brien to table the construction of the trail extension. The motion passed unanimously.

9.02 Joint Powers Board

Mayor Bureau indicated that a meeting is still pending and the city is still moving forward on a potential project.

UNFINISHED BUSINESS

9.04 Thomson Rental Agreement

A MOTION was made by Councilor S. O' Brien and seconded by Councilor W. Vork to increase the Carlton East Hall rental to \$10.00 per hour for residents and \$20.00 per hour for non-residents and for-profit groups. Also, non-profits will only require a damage deposit of \$50.00 for the season. The motion carried unanimously.

Direction was given to staff to actively advertise the availability of the hall. The rental agreement will be updated and added to the website as well as developing some promotional items.

9.05 School Avenue

Brian Miller, MSA informed the council that they are not ready to present plans due to some unforeseen weather related issues. At 65% complete, he confidently indicated that plans should be ready for the April 14th council meeting keeping the construction phase on schedule however, due to the timeframe the assessment hearing will most likely be held at the end of the project. Mr. Miller again encouraged the council to move forward with an assessment policy. Councilor Gustafson asked who would be the lead contact for the project and Mr. Miller explained that he would be the lead and would manage the scheduling of other staff.

9.06 Quotes for Civic Center Repairs

There were no bids for building repairs presented to the council.

A MOTION was made by Councilor L. Rodd and seconded by Councilor W. Vork to table the civic center repairs until April. The motion carried unanimously.

9.07 Bid for services from ARI for Civic Center

A MOTION was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to accept the Professional Services proposal from ARI for \$3,000.00 with direction given to explore all of the options for city functions and work with Volunteer Services. The motion carried unanimously.

NEW BUSINESS

9.08 Receive 2014 Audit – Presentation by KDV

Based on the previous presentation by Jen Piekarski of KDV, **A MOTION** was made by Councilor A. Gustafson and seconded by Councilor S. O' Brien to receive the 2014 Audit for the City of Carlton. The motion carried unanimously.

9.09 Fire Department Officers - Eric Bergsted, Fire Relief Secty

A MOTION was made by Councilor L. Rodd and seconded by Councilor to W. Vork to approve Eric Bergsted as the Fire Relief Secretary to replace Dwyre Johnson effective in April 2015. The motion carried unanimously.

9.10 Verizon Rental Agreement & Site Sketch

Mayor Bureau asked if there was any concerns with the site sketch. Concerns regarding the gate on the north side interfering with the outdoor skating rink. Clerk Hartung will bring concerns back to Verizon.

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson to approve the preliminary site sketch provided by Verizon LLC for the water tower antennas. The motion carried unanimously.

9.11 Training Opportunity for Council

Clerk Hartung presented a training opportunity scheduled for April 3rd, 2015 at the Black Bear Casino from 9am – 12:00pm. All staff and council that is interested should let Clerk Hartung know soon to facilitate the registration.

9.12 Liberalis Closing – Impact Letter

Direction was given to Clerk Hartung to send prepare a letter of support to the Department of Human Services on behalf of Liberalis following a concerned email from an employee of Liberalis. The letter will be signed by the council and mayor.

9.13 Request to Transfer funds from Ambulance to Ambulance Capital Fund - \$80,000.00

A MOTION was made by Councilor A. Gustafson and seconded by Councilor W. Vork to transfer \$80,000 from the Ambulance Fund to the Ambulance Capital Fund to offset the Ambulance remount and the Zoll heart monitor purchase. The motion carried unanimously.

9.14 Drinking Fountain

PW Wolf presented two quotes for drinking fountain replacement in the DNR Park. The fountain would include a hose attachment for cleaning of the outhouses and pavilion. Council requested that the fountain include a jug filler to accommodate users that may want to fill a personal container.

A MOTION was made by Councilor L. Rodd and seconded by Councilor A. Gustafson to purchase a drinking fountain from MDF for \$4,000 with a jug filler and hose bib. The motion carried unanimously.

9.15 Marlyn Ninneman Time off Request

A MOTION was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to approve an unpaid vacation for Marlyn Ninneman from March 15th to March 29th. The motion carried unanimously.

9.16 2015 Budget Recap

A MOTION was made by Councilor L. Rodd and seconded by Councilor W. Vork to approve the 2015 Budget amounts as listed below. The motion carried unanimously.

GENERAL Budget

General Fund	\$ 533,187.00
Public Works Capital	\$ 20,000.00
Thomson Hall	\$ 22,024.00
Fire Fund	\$ 163,539.00
Fire Capital	\$ 40,000.00
Fire Relief	\$ 14,510.00
Post Retirement	\$ 3,600.00
Library	\$ 31,244.00
2000 Improvements	\$ 73,438.00
Four Seasons Bldg	\$ 5,000.00
Cemetery	\$ 28,052.00

9.17 Resignation of Library Board Member

A MOTION was made by Councilor A. Gustafson and seconded by Councilor S. O'Brien to accept the resignation of Library Board member Sheri Herman. The motion passed unanimously.

9.18 Request for Donation

Clerk Hartung read aloud the request for donation from the Carlton School Readiness Program requesting a donation towards the Annual Transportation Night on April 28th, 2015.

A MOTION was made by Councilor L. Rodd and seconded by Councilor W. Vork to make a donation to the Carlton School Readiness Transportation Night in the amount of \$300.00. The motion passed unanimously.

9.19 Certificate of Deposit

Clerk Hartung reviewed the current investments held with the Northwoods Credit Union. Direction was given to find out what the current interest rates for CD purchase.

A MOTION was made by Councilor A. Gustafson and seconded by Councilor S. O'Brien to not renew and cash in the current Certificates of Deposit. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Clerk/ Treasurer Report

March 2015

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

- Negotiate Lease Agreement with Verizon Wireless for Water Tower Use
- Public Input Meeting – Comprehensive Plan
- Thomson Rental Agreement
- Facilitate transfers of debt, assets & receivables from Thomson
- Township Ambulance Letters
- Met w/ Ryan Erspamer(architect)
- Review and distribute final copies of 2014 Audit
- FEMA Floodplain Mgmt WebEx
- Completed “Preventing Harassment, Promoting Respecting” Training
- Finalized all Timesheets thorough February
- Work Compensation Audit
- Resolution regarding Elections & Consolidation

Plans for March include:

- Prepare all Board of Equalization notifications
- Begin transferring Thomson files and Workstation
- Develop Plan for Building Use
- Continue to work with Ordinances and City code
- Continue work on Comprehensive Plan development

Dates to be aware of:

March 27th-April 5th Tracey on Vacation

April 3rd – Office closed at Noon in Observance of Good Friday

Respectfully, Tracey Hartung, City Clerk/ Treasurer

Clerk Hartung added to the report that the IRS has requested another 60 day extension for the 2011 Payroll Corrections. Also, information was shared regarding the initial conversation with Springsted to finance the School Avenue project. Clerk Hartung encouraged the council to set a few meetings to finalize the Special Assessment policy and invite Paul Steinman to the next meeting as there are many unanswered questions prior to construction of the street. Clerk Hartung outlined the finance timeline. The completion of the complicated project will require teamwork from council and staff in order for it all to go smoothly.

10.02 Fire Chief Report

City Council & Mayor,

We had several highlights throughout our department last month and in the upcoming months. As most of you know our service was recognized last month and awarded Carlton County EMS unit of the year award. Being nominated and awarded was a great honor to myself, our department, and this community. We were chosen over 13 other entities in the county. I feel this award is a direct reflection on our commitment to serve our communities with best possible service that we can provide. We also entered into a new mobile phone and data package with Verizon wireless this past week. We needed to upgrade the phones as well as acquire the mobile data packs to be able to transmit our 12 lead EKG's to the hospital from the field. These costs were a budgeted item for 2015 and will cost a total of about \$167 a month for the two phones and two jet pack devices. We were very pleased with the customer service and competitive state bid pricing that Verizon offered us. We are traveling to Iowa on March 6th to bring our remounted ambulance back to the twin cities for finishing work. It will remain in the Twin Cities for a about a week so we expect delivery to Carlton between March 12th and March 18th. We plan to begin transmitting test EKGs to both St. Lukes and Essentia Health Duluth within the next few week so we are very excited to offer our citizens this cutting edge technology. As always I greatly appreciate your ongoing support and hopefully warmer weather is on the way.
Respectfully, Dane Johnson Fire Chief, Carlton Fire & Ambulance

10.03 Public Works Report

Activities from February

- Water plant Manganese
- Water Breaks Scanlon
- Move Snow
- Frozen Water & Sewer
- Water break Carlton – Hydrant feed by meat and grocery will fix in summer
- Received current Comp time spreadsheets for George and myself on 3/04/15
- Water Monitoring
- Recycle Center Sign
- Water Plant Exterior Lights
- Drinking fountain prices

Activities for March

- Water Treatment plant
- Water monitoring
- Thomson/Carlton Signs
- Water tower Cleaning Quotes
- Well #4 repair quotes
- School Ave
- Plow Snow
- Part-time Employee hire
- Recycle Center Employee
- Civic center roof quotes

Water Plant Update

- Continuing monitoring for improved water quality
- 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
- Replaced Outside Lighting
- Hoping to remove CO2 tank soon
- Figuring out next step, which direction
- Need to get some meters Calibrated

Note

Marlyn gone March 16 through March 29
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:

- o 270 patrons visited in February (open 75 hours)
- o Movie Night (The Lorax) - 2 adults, 3 children
- o Jay Cook Story time
- o Read with Me - Super Hero Smash - 6 children, 4 adults
- o Annual Report submitted
- o Love your Library Mailing

What I am working on:

- Read with Me activities
- Outreach to schools and daycares
- Report for Twin Lakes Township meeting
- Summer activities

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

10.05 Council Member Report

10.06 Mayor Report

Mayor Bureau indicated that interviews for the part-time position will be held on Thursday and asked if any other councilors would like to attend. Mayor Bureau asked for council feedback on the sharing of the city-owned cell phone numbers. The council directed staff to text and email for better communication and directed Derek to respond to texts and emails. Mayor Bureau also talked about the location of the personnel files. She indicated that several times in the past few weeks she has needed Clerk Hartung to pull information out of the personnel files. She showed a file folder that was sealed and stapled closed for the discipline letters. The council agreed to allow Clerk Hartung to maintain the personnel files in the clerk's office in a locked cabinet.

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

Board of Equalization – April 14th, 2015 at 1:00pm, Carlton City Hall

Regular Meeting – April 14th, 2015 at 6pm, Carlton City Hall

13.00 Adjournment

A MOTION was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to adjourn the meeting, the time being 8:54pm. The motion carried unanimously.

Respectfully,

Tracey Hartung

Clerk/ Treasurer