

Carlton City Council
MINUTES
Tuesday, April 14, 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

Others: Christian Lawien and Brian Miller (via remote)MSA Engineering, Timothy and Diane Soden-Groves; Joelene Steffens; Peter Haapala; John Powers

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 as presented. 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 on March 10, 2015

5.02 Approval of Bills: Exhibit A dated April 14, 2015 in the amount of \$99,761.42

5.03 Approval of Check Numbers – 27821 – 27932

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

A MOTION was made by Councilor A. Gustafson and seconded by Councilor S. O'Brien to approve the consent agenda. The motion passed unanimously.

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

7.01 Request for Donation – Bulldog Blitz

A MOTION was made by Councilor A. Gustafson and seconded by Councilor W. Vork to make a donation to the Carlton Bulldog Blitz in the amount of \$300.00. The motion passed unanimously.

7.02 Request for Donation - Carlton VFW

A MOTION was made by Councilor L. Rodd and seconded by Councilor A. Gustafson to make a donation to the Carlton VFW Golf Fundraiser for Veterans in the amount of \$300.00. The motion passed unanimously.

7.03 Cloquet & Carlton HRA Grant Award

Cloquet/Carlton HRA was recently awarded a grant for energy conservation improvements in the amount of \$1.9 million. No action was required.

7.04 Presentation of the Comprehensive Plan

Mr. John Powers presented the 2015 Comprehensive Plan and reviewed the process and indicated that the plan will not complete itself and that residents must begin by initiatives by the community. Comments from the steering committee members were shared and the consensus was that the process was all very positive. There were a few minor grammatical changes made to the plan document.

Clerk Hartung proposed to the city council to review the structure of the current Planning Commission potentially involving the current steering committee in the process of moving forward with the Comprehensive Plan. Mayor Bureau directed the council to consider that request.

7.05 LG220 – Wrenshall Sno-Sharks

A MOTION was made by Councilor L. Rodd and seconded by Councilor A. Gustafson to approve the LG220 for the Wrenshall Sno-Sharks for raffle on 12-12-2015. The motion passed unanimously.

7.06 LG230 – Cloquet Eagles Aerie 1163

A MOTION was made by Councilor W. Vork and seconded by Councilor S. O’Brien to approve the LG230 for the Cloquet Eagles Aerie 1163 for raffle, tipboards and pull-tabs for event on May 1, 2015. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 RESOLUTION # 2015-09 DONATION ACCEPTANCE

A MOTION was made by Councilor A. Gustafson and seconded by Councilor W. Vork to approve Resolution # 2015-09 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 |

8.02 RESOLUTION # 2015-10 SUPPORT FOR LIBERALIS/C.A.R.E.

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. O’Brien to approve Resolution # 2015-10 Support for Liberalis/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 # 2015-11 ADOPTION OF COMPREHENSIVE PLAN

A **MOTION** was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to approve Resolution # 2015-11 Adoption of Comprehensive Plan 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

Councilor Gustafson, mayor and staff had a meeting with Marty Torgerson with the DNR regarding the trail extension and we will continue to work on this project despite roadblocks. Signs and future development of trails was discussed with Mr. Torgerson.

9.02 Joint Powers Board

There has been no further development of the JPB for the waterline project. Mayor Bureau will consider calling a meeting.

UNFINISHED BUSINESS

9.03 Refunding of Bonds – Springsted

Clerk Hartung shared the information provided by Paul Steinman and indicated that further study is needed prior to the refunding. Clerk Hartung requested a committee be formed for analysis of the debt. Mayor Bureau and Councilor Gustafson volunteered and requested that Mr. Steinman attend the May council meeting.

A **MOTION** was made by Councilor W. Vork and seconded by Councilor L. Rodd to table the refunding of bonds until a future meeting. The motion passed unanimously.

9.04 School Avenue Project

Brian Miller of MSA Engineering presented the plans and specifications for School Avenue via remote access. Mr. Miller indicated that several easements will be required prior to construction. Mayor Bureau again inquired about the supervision of the project and Mr. Miller indicated that Christian Lawien would be the primary contact for the project with an on-site meeting every week. The bid structure was set up with each street separately.

A **MOTION** was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to authorize the advertisement for bids for 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

9.05 Civic Center Repairs – Quotes

PW Superintendent Wolf presented quotes from Commercial Roofing and Jamar for roof repair of the city-owned buildings.

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson to approve the repairs at the Water Treatment Plant by Commercial Roofing for \$1,325.00 with the funding for the from Bldg Repairs and also to utilize the funds from 2015 and add to them in 2016 to be able to do the necessary repairs to the Civic Center. The motion passed unanimously.

9.06 Approval of New Employees – Don VanDerWerff and Jeff Bergeron

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. O' Brien to approve hiring of Don VanDerWerff for the Part-time Maintenance and Jeff Bergeron for back up recycle shed keeper. The motion passed unanimously.

NEW BUSINESS

9.07 Volunteer Services – Space Update

A MOTION was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to be service partner with Volunteer Services in regard to a grant opportunity and future senior services. The motion passed unanimously.

9.08 Library Board Member – Bob Bureau

A MOTION was made by Councilor W. Vork and seconded by Councilor S. O' Brien to approve Library Board member Robert Bureau. The motion passed with Mayor Bureau abstaining.

9.09 Library Director Job Description

Library Director Jodie Johnson presented an updated Library Director Job description showing the number of activities that she is currently performing outside of her paid hours. The library board has already approved the job description and no action was needed.

9.10 Library Funding

Ms. Johnson continued with presentation of the data supporting the request for further funding from the city to support the library. Suggestions were shared to reduce costs for the city allowing for more programming for the library (i.e. relocation, Charitable Gambling funds, etc.) and increase funding from the surrounding townships. Ms. Johnson and the Library Board requested increased funding for the library in order to increase the wage level for the library director.

A MOTION was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to table this item until a future meeting. The motion passed unanimously.

9.11 Deputy City Clerk Job Description

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve the job description of the Deputy Clerk with the removal of the requirement for typewriter and 2 way radio. The motion passed unanimously.

9.12 Purchase of Laser Finder – Fire Dept \$5088.14

Clerk Hartung read an email on behalf of Chief Johnson requesting the purchasing half of the thermal imaging camera and the other half coming from the Fire Relief Association.

A MOTION was made by Councilor W. Vork and seconded by Councilor S. O' Brien to approve the purchase of the camera with the amount of \$5,088.14. The motion passed unanimously.

9.13 Sam's Club Supplies – Debit Card

Mayor Bureau updated the council on the current procedure for the purchase of city supplies. A lengthy discussion followed regarding the allowing of the use of debit cards and the procedure for obtaining supplies. Clerk Hartung requested denial of this request due to risks for fraud and security breaches. Several alternative options were offered for getting supplies for the city and it was agreed that the supplies should be ordered in the most efficient manner possible. A verbal poll was taken by Mayor Bureau and it was determined that the debit card would not be utilized.

9.14 Purchase of 2015 Tahoe – Carlton Ambulance Service

Clerk Hartung presented information on behalf of Chief Johnson regarding the purchase of an ambulance vehicle and the aftermarket items needed.

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson to approve the purchase of the ambulance 2015 Tahoe from Kolar Chev with a total of approximately \$53,000.00 depending on the additional equipment and accessories needed. The motion passed unanimously.

9.15 Crosswalks

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. O' Brien to table the crosswalk discussion. The motion passed unanimously.

9.16 Skid Steer Broom Quotes

PW Wolf presented quotes for the purchase of a sweeper attachment from Ziegler and Fabco.

A MOTION was made by Councilor A. Gustafson and seconded by Councilor W. Vork to purchase a sweeper from Fabco in the amount of \$5,618.00 with the funding out of capital improvement. The motion passed unanimously.

9.17 Well #4 Repair

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. O' Brien to approve Their Well to inspect and replace the check valve on Well#4. The Motion passed unanimously.

9.18 Name of Rental Hall

Mayor Bureau indicated that there is some confusion regarding the name of the Thomson Hall. Several suggestions were discussed.

A MOTION was made by Councilor S. O' Brien and seconded by Councilor L. Rodd to rename the hall to Thomson Community Hall. The motion carried unanimously.

9.19 Post Office Complaints

Clerk Hartung shared several complaints from residents regarding the Carlton Post Office and the city's experience in the past few months with mail service. Direction was given to the clerk to send a letter to the Postmaster.

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 March:

- Negotiate Lease Agreement with Verizon Wireless for Water Tower Use
- Organize all personnel files – Memo from LMC and Bill Helwig
- Met with 2 developers regarding potential businesses
- Work Compensation Audit - Thomson
- Resolution regarding Liberalis
- Prepare all Board of Equalization notifications
- Transferred Thomson Workstation
- Develop Plan for Building Use
- Met w/ Marty Torgerson regarding trail extension

Plans for April include:

- **LOGO CONTEST**
- Continue to work with Ordinances and City code
- Comprehensive Plan implementation and restructure of Planning Commission
- Building Official Contract
- Plan spring burials
- Development of new website
- Investment and Financial analysis
- Special Assessment Policy

Dates to be aware of:

April 27th @ 4pm – Carlton County Board Meeting

May 4th – 8th – MCFOA Clerk's Training – Tracey

May 12th – Regular City Council Meeting @ 6pm

Clerk Hartung added that in partnership with the LMC on a Charitable Gambling bill and the impact was restructured to retain the control to the cities. Rep Mike Sundin was very helpful and receptive to our voice.

10.02 Fire Chief Report

Hope all is well with all of you. In the month of March we received delivery of Ambulance 609 from lifeline in Summer Iowa. This was our first time remounting an ambulance and so far we are very happy with the product that we have received. It was a great cost savings for the department as well as a state of the art ambulance for our service. We continue to monitor current legislation at a state level providing health insurance benefits to spouses and dependents of volunteer firefighters who die in the line of duty. This benefit in MN is currently only offered to full time firefighters. I have been involved with talking to our local legislators as well as the LMC. This would be of great benefit to our families and hits close to home with the death of a Rice Lake Township firefighter earlier in the year. We will also be sending two EMT's to a conference in Alexandria MN to cover rural access 12 lead EKG's pertaining to the two monitors we purchased over the last year. As always, we greatly appreciate your on-going support and hopefully you all have a great start to spring!

10.03 Public Works Report

- Water plant
- Water Break 4th Street
- Frozen Water & Sewer
- Part-time Employee hire
- Civic center roof quotes
- Sweep Sidewalks
- 240 Utility tractor repair

Activities from March

- Water Monitoring
 - Recycle Center Sign
 - Drinking fountain grant
 - Thomson/Carlton Signs
- School Ave Project
 - Steam Culverts – (*worked good*)
 - Met with architect for study

Activities for April

- Water Treatment plant
- Water monitoring
- Getting quotes
- Drinking Fountain
- School Ave
- Prep Cemetery
- Training April 15, in White Bear Lake
- Coordinating summer projects
- Bike Trail
- County safety training
- possibly dig valves/and culvert
- Gravel in cold storage

Water Plant Update

- Continuing monitoring for improved water quality
- Manganese removal installed 01/20/2015-Working Great!
- Cleaned Water plant
- Updating water meters. – Waiting on Meter to install. Received meter (Delivered Wrong)
 - o Influent-*new into plant*
 - o *Backwash-(new) filter cleaning*
- Hoping to remove CO2 tank soon

Note

Conservation Services Inc. will be doing a water system leak detection for the entire town in the next upcoming months. Expected price tag is below \$2500 to listen to entire system. Any questions or concerns please ask.

Derek – All day sewer training 4/15/2015 in White Bear Lake area

Carlton Clean up May 4th or 5th

I received my bus driver's license, and have been sub-driving for ISD #93 gives me another opportunity to keep comp time down. Any questions or concerns please ask.

10.04 Library Director Report

- o 364 patrons visited in March (open 89 hours)
- o Research library information
- o Pros & Cons of possible move locations
- o Preparing for the basket raffle
- o Proctor test for T Anderson, college statistics
- o Working on Summer Reading Program activities

Paid Hours: 91

- o Activity information to schools
- o Brain Fuse Training
- o Attended Twin Lakes Township meeting requesting support
- o City Council meeting
- o Jay Cook Story time - 3 adults, 4 children
- o Read with Me - PJ Party - 6 children, 5 adults
- o Movie Matinee (Big Hero 6) - 4 adults, 5 children
- o FOL
- o Read With Me - PJ Party
- o Meet with architect and Tracey

Unpaid hours: 11

10.05 Council Member Report

Councilor Vork commended Chief Johnson on the follow-up with the ISO rating and also the article in the Pine Journal. Councilor Gustafson added that she has a few ideas for some additional things for the Comp Plan. Councilor Rodd will be having Community Clean-up Day.

10.06 Mayor Report

Mayor Bureau updated everyone on the Mayor's day of Recognition that recognized Pete White, the Carlton Ambulance Service and Leola Rodd. The training that Mayor and Councilor Rodd was very informative.

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

Regular Meeting – May 12th, 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 8:38pm. The motion passed unanimously.

Respectfully,

Tracey Hartung

Clerk/Treasurer