

Carlton City Council
MINUTES
Tuesday, May 12, 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 C. Conway; Fire Chief D. Johnson; J. Johnson, Library Director

Others: Christian Lawien and Brian Miller, MSA Engineering; Jane Holmes, 1021 Co. Rd. 4, Wrenshall; Elizabeth Beck, 534 School Avenue, Carlton; Paul Steinman, Springsted;

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.*

3.01 Water Account # 201

Water Account #201 was not in attendance therefore, no action was taken on the adjustment.

A MOTION was made by Councilor W. Vork and Councilor L. Rodd to approve an adjustment of the sewer portion (based on a 6 month average) of the April water overage for account #102. The motion carried unanimously.

ROLL CALL

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

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

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve the agenda with the addition **9.12 Comp Plan Implementation Team** added by Councilor A. Gustafson. 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 April 14, 2015, Minutes from Board of Equalization on April 14, 2015; Minutes from Special Meeting on April 29, 2015

5.02 Approval of Bills: Exhibit A dated May 12, 2015 in the amount of \$67,773.23

5.03 Approval of Check Numbers – 27933 – 28051

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

6.01

7.00 Petitions, Communications & Correspondence

7.01 Thank you from Father Daughter Ball

7.02 LG220 - VFW

A MOTION was made by Councilor L. Rodd and seconded by Councilor W. Vork to approve the LG220 for VFW# 2962 Post for raffle on July 25, 2015. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 RESOLUTION # 2015-12 PLANS & SPECS ORDERING BID – SCHOOL AVENUE

A MOTION was made by Councilor A. Gustafson and seconded by Councilor L. Rodd approve Resolution # 2015-12 Approving Plans & Specs and Ordering Advertisement for Bids. 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 # 2015-13 DONATION ACCEPTANCE – LIBRARY

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. O' Brien approve Resolution # 2015-13 Acceptance of a Donation. 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 # 2015-14 DONATION ACCEPTANCE – ENBRIDGE

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson approve Resolution # 2015-14 Acceptance of a Donation. 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 received an email from Marty from the DNR indicating that the City can move forward if a new agreement is reached. Councilor Gustafson reviewed the contract and addendum and would propose the land swap portion be removed from the addendum.

A MOTION was made by Councilor A. Gustafson and seconded by Councilor W. Vork to postpone definitely until the next meeting with further conversation with the DNR regarding the requirements. The motion passed unanimously.

9.02 Joint Powers Board – Meeting on May 19th

9.03 Carlton Daze

Mayor Bureau indicated that the Carlton Chamber will be partially facilitating the annual city festivities and partnering with the VFW. Clerk Hartung requested information regarding the road closure and insurance liability. Also, Outdoor Liquor permits should be coming in soon. Mayor Bureau directed Clerk Hartung to send notices to the license holders.

UNFINISHED BUSINESS

9.03 Springsted – Paul Steinman

Paul Steinman presented information regarding the refunding of current debt and the potential need for new debt for the project that is being considered. Mr. Steinman advised that a review of our debt and current utility rates would be essential. He also advised that we would need to move very quickly with funding the new debt and could consider a refunding of existing debt to save on fixed costs. Several scenarios were presented on how to pay for the bond payments and Mr. Steinman presented a proposal for a Rate Study at a 10 year projection of utility rate increases.

9.04 School Avenue Project

Brian Miller of MSA presented the results of the bid opening that was held on Monday, May 11th and determined that Ulland Brothers was the low bid and MSA has determined that they have passed the responsive and responsible contractor. Mr. Miller recommended to the council to award the bid to Ulland Brothers. Clerk Hartung indicated that there will need to be a contract signed with MSA, however the contract was not sent for review until last Thursday.

A MOTION was made by Councilor W. Vork to award the contract to Ulland Brothers less the 6th Street portion of the project. The motion did not pass for lack of a second.

Councilor Gustafson indicated that the council should consider keeping the 6th Street portion in due to the completing the looping for the water line. Councilor Rodd concurred. Clerk Hartung informed the council that a contract was presented by MSA for services on the project was presented on Thursday afternoon thereby not allowing enough time for review by the city attorney. The city attorney advised that the council could approve the contract, subject to review and approval by the city attorney. Mr. Miller indicated that the contract should have been presented in March when the final plans and specs were approved and committed to negotiations in good faith so that they can proceed. Mayor Bureau indicated that due to safety concerns in the area, she feels as though we should move forward.

A MOTION was made by Councilor A. Gustafson and Councilor L. Rodd to award the bid to Ulland Brothers for the full amount of the project. The motion passed unanimously.

ROLL CALL

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

A MOTION was made by Councilor W. Vork and Councilor A. Gustafson to move forward with the sale of bond and refunding of the existing 2000 Improvement bonds by Paul Steinman. The motion passed unanimously.

ROLL CALL

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

Clerk Hartung requested the council considering moving forward with a rate study/ debt study. Councilor Vork suggested that the rate study be postponed until next month. Mayor Bureau concurred.

9.05 Crosswalks

MN DOT has given permission to paint the crosswalks on the state roads and PW Wolf will be working with Carlton County to get permission to paint the crosswalks on the county roads too. Councilor Gustafson requested information regarding the radar sign for Dalles Avenue.

NEW BUSINESS

9.07 Zoning Ordinance Proposal – John Powers

Clerk Hartung presented the proposal and explained to the city council that following adoption of the Comp Plan the next step would be to update the Zoning Ordinance and since the ordinance is 13 years old, it could use updating. Clerk Hartung requested a council liaison to work through the ordinance. Councilor Vork indicated that the C-2 Commercial area would need to be addressed. Councilor Gustafson asked if some of the existing committees could be combined. Clerk Hartung indicated that the group would be separate and that this is necessary. Councilor Vork supported the zoning ordinance updates, however extreme changes would not be supported. Clerk Hartung clarified that the proposal was simply to update the maps and combine the ordinance into a workable format for staff. Councilor Gustafson indicated that the process of combining the ordinance maps should be easier than several meetings.

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. O' Brien to postpone definitely until the next meeting. The motion passed unanimously.

9.08 City Logo Contest

The council reviewed the submissions received and directed Clerk Hartung to request from applicant #3 to revamp the bridge to look like the Thomson Bridge or the Trestle Bridge and remove the water tower.

Councilor Rodd left the meeting.

9.09 Paid-On Call Pay Increase

Chief Johnson requested a pay increase for Paid-on Call staff in an effort to retain good employees. The increase would impact the 2015 budget by \$10,950.00 if started on July 1, 2015 and would equate to \$21,900 for future budgets. This amount would not be included in the calculation for the township and city contribution.

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson to increase the paid on call wage to \$5.50 hourly beginning July 1, 2015. The motion passed unanimously.

9.10 Water Tower Cleaning – Quotes

A MOTION was made by Councilor S. O’ Brien and seconded by Councilor L. Rodd to approve the quote from Water Tower Clean and Coat, Inc. in the amount of \$ 8,000 and including the diving of the WTP tank. The motion passed unanimously.

9.11 Pay Increase for Clerk

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve the scheduled pay increase for Clerk Hartung in the amount of \$.50 per hour following completion of third year Clerk’s Institute. The motion passed unanimously.

9.12 Comprehensive Plan Committee

Mayor Bureau will compile a list of email recipients for an invitation to form an implement team for the Comprehensive Plan.

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 April:

- Negotiate Lease Agreement with Verizon Wireless for Water Tower Use
- **LOGO CONTEST**
- Continue to work with Ordinances and City code
- Comprehensive Plan implementation and restructure of Planning Commission
- Building Official Contract
- Locates for spring burials
- Data request from Rudy Law Firm
- Letter to Postmaster General
- Conference Call w/ Paul Steinman, Brian Miller & Mary Francis Skala

Plans for May include:

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

Dates to be aware of:

Office Closed in observance of Memorial Day – May 25th
MS 150 – June 13th

Respectfully,

Tracey Hartung, City Clerk/ Treasurer

10.02 Fire Chief Report

We plan to receive delivery of our Chevrolet Tahoe sometime in May, we have coordinated with Mike Orłowski to do most of the aftermarket work to the vehicle (Lights, Siren, Radio installation). At the end of April we went live with our 12-Lead ECG transmission and monitoring. Both St. Luke's and Essentia-St. Mary's were able to receive test ECG's from our monitors. We are very excited to offer this state of the art emergency heart monitoring to our citizens and are currently one of very few services in the Arrowhead Region doing these 12-Leads in the field. We have had an average year with wildfires to date, with much of the region "greening up" we expect the wildfires to taper off as the month goes on. To date we have responded to about 200 emergencies, which is on pace for another 600 call year for us. At the end of April, our service was recognized by St. Luke's regional trauma center for our care of a patient who was struck by a vehicle on I-35 near Black Bear Casino. The patient was pinned underneath a vehicle and our Engine Crew was able to use our high pressure lifting bags to extricate the patient from under the vehicle and send the patient to St. Luke's. The recognition took place at a dinner held at the DECC where a case study of the accident was presented and we received a plaque for outstanding pre-hospital care. 4 members attended a CPR instructor class in the month of April, bring our total number of instructors to 8. We plan to begin offering community CPR classes on a bi-monthly basis as well as coordinate a CPR program within the School System. I hope you all have an excellent start to spring and as always we appreciate your on-going support.

Respectfully,

Dane Johnson, Fire Chief / Ambulance Manager

Carlton Fire & Ambulance office (218) 384-4158

10.03 Public Works Report

- Water plant
- Drinking fountain grant
- Sweep Grass
- School Ave Project
- Safety Trainings
- Gravel Cemetery & Alley Ways
- Burials
- Water Meter Pineview

- Water Treatment plant
- Clean up Cemetery
- Dig Culverts
- Drinking Fountain
- Concrete water shut offs
- Concrete pots out
- Give compost pile to AJ Lawn care
- Sweep Thomson Township, Jacts Express.

- Continuing monitoring for improved water quality
- Manganese removal installed 01/20/2015-Working Great!
- Updating water meters. – Waiting on Meter to install. Received meter – going to install this month.
 - o Influent-new into plant
 - o Backwash-(new) filter cleaning
- Hoping to remove CO2 tank soon – 5-19-2015

Note

Derek - Gone 5-15-2015 & 6-5-2015

Activities from April

- Water Monitoring
- Black top patch
- County Sweep Streets
- Carlton Clean up
- Flush Sewers
- Gravel in cold storage
- School Ave Project
- MOW!!!!

Activities for May

- Mow
- Coordinating summer projects
- Bike Trail
- School Ave
- Banners and flowers up mainstreet
- Replace light bulbs on main street.

Water Plant Update

10.04 Library Director Report

- o 434 patrons visited in April (open 85 hours)
- o Working on Summer Reading Program activities and flyer
- o Tickets printed and ready for Bucket Raffle - drawing May 9
- o Proctor 3rd test for T Anderson

- Activity information to schools
- Board meeting
- Movie Night (Daffy Duck's Quackbusters) - 3 adults, 4 children
- Legacy Program- Duluth Playhouse
- City Council meeting
- Met with Moose Lake & Cloquet library directors
- FOL
- Read with Me - Beach Bingo - 2 children, 3 adults
- Working with school for May 1st Legacy program
- Meet with directors from Moose Lake and Cloquet libraries regarding a technology grant

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

Office Closed in observance of Memorial Day – May 25th, 2015

Regular Meeting – June 9, 2015 at 6pm , Carlton City Hall

LMC Conference – June 24-26th , DECC

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 9:11 pm. The motion passed unanimously.

Respectfully,

Tracey Hartung

Clerk/Treasurer