

**Carlton City Council**  
**MINUTES**  
**Tuesday, June 9, 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, S. O'Brien, A. Gustafson

*Council Absent:* W. Vork

*Staff Present:* Clerk/ Treasurer T. Hartung; Public Works Superintendent D. Wolf; Deputy Clerk C. Conway; Fire Chief D. Johnson; Library Director J. Johnson

*Others:* Brian Miller, MSA Engineering; Bill Helwig, City Attorney, Bill Schlenvogt, Building Inspector,

*Residents:* Henrietta MacMillan, Jane Holmes, Liz Beck

**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 Rodd and seconded by Councilor Gustafson to approve the agenda with the addition of **9.08 ARI Architects** and **9.17 Interfaith Care Center**. 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 May 12, 2015, Minutes from Special Meeting on June 1, 2015 and Closed Meeting on June 2, 2015

**5.02 Approval of Bills:** Exhibit A dated June 9, 2015 in the amount of \$29,380.09

**5.03** Approval of Check Numbers – 28052 - 28159

**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 Gustafson and seconded by Councilor 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 School Readiness Program**

**7.02 Request for Donation – Summer Reading Program**

**A MOTION** was made by Councilor Rodd and seconded by Councilor Gustafson to approve a donation to the Summer Reading Program in the amount of \$400 from the Charitable Gambling Fund. The motion passed unanimously.

**ROLL CALL**

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

**7.03 DNR Communication – Trail Closure/MS150**

**7.04 Carlton County Speed Study**

Council directed staff to contact Carlton County about signage.

**8.00 Ordinances; Resolutions and Policies**

**8.01 RESOLUTION # 2015-15 DONATION ACCEPTANCE**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien approve Resolution # 2015-15 Acceptance of a Donation. The motion passed unanimously.

**ROLL CALL**

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

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Trail Extension**

**A Motion** was made by Councilor Rodd and seconded by Councilor Gustafson which directed the city attorney to create a new addendum for the trail extension. The motion passed unanimously.

**9.02 Joint Powers Board**

**9.03 Carlton Daze – Outdoor Liquor Permits**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to approve the Outdoor Liquor Permit for the Third Base Bar and Carlton VFW and impose a fee of \$750.00 to Third Base Bar and a fee of \$250.00 to Carlton VFW. The motion passed unanimously.

**UNFINISHED BUSINESS**

**9.04 School Avenue Project**

City Attorney advised the council not proceed with the School Avenue Reconstruction Project as presently contracted. The city attorney is recommending Special Closed Meeting be held on the School Avenue Reconstruction Project.

**A MOTION** was made by Councilor O'Brien and seconded by Councilor Gustafson to approve a Special Closed Meeting. The Meeting will be held Monday June 15, 2015 @ 9:00 am. The motion passed unanimously.

**A MOTION** made by Councilor Rodd and seconded by Councilor Gustafson to negotiate with the Carlton School District on right of way issues and an assessment agreement. The motion passed unanimously.

**9.05 Zoning Ordinance Proposal – John Powers**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Rodd to postpone indefinitely. The motion passed unanimously.

**9.06 City Logo Contest**

Mayor Bureau and Councilor Gustafson will work together with the artist to come up with an acceptable city logo.

**9.07 Debt Study/Rate Study**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to approve rate study as presented by Springstead with a fee in the amount of \$7,000.00. With the fee to be taken from the utility fund. The motion passed unanimously.

**9.08 ARI**

Mayor Bureau, Clerk Hartung, Deputy Clerk Conway and Library Director Johnson met with Ryan Erspamer of Architectural Resources, Inc. (ARI) on June 8, 2015 to discuss preliminary building assessment needs. Mr. Erspamer will have a formal presentation at the July council meeting.

**NEW BUSINESS**

**9.09 Lilacs in Cemetery – Henrietta MacMillan**

Mrs. MacMillan inquired as to why the lilacs near her family plots were cut down instead of pruned. Derek will meet Mrs. MacMillan at the cemetery at 2:30pm on June 10, 2015.

**9.10 Purchase of Tough Books**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to approve the purchase of 2 ToughBooks in the amount of \$8,221.68 by the Carlton Ambulance from the Ambulance Capital Fund. The motion passed unanimously.

**9.11 Purchase of Batteries for Stryker Cot**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Rodd to approve the purchase of 6 batteries for the Stryker cots in the amount of \$2,539.98. The motion passed unanimously.

**9.12 Accept Resignation of Don VanDerWerff**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to accept the resignation of Don VanDerWerff effective May 22<sup>nd</sup>, 2015. The motion passed unanimously.

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Rodd to promote Jeff Bergeron (on call recycle shed keeper) to permanent part time maintenance position. The motion passed unanimously.

**9.13 Accept Resignation of Tracey Hartung**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor O'Brien to accept the resignation of Tracey Hartung effective June 19<sup>th</sup>, 2015. The motion passed unanimously. Council took no action in advertising for a replacement Clerk/Treasurer.

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Rodd to have Carol Conway, Deputy City Clerk, added as a signatory to the city bank account. The motion passed unanimously.

**A MOTION** was made by Councilor O'Brien and seconded by Councilor Gustafson to approve Carol Conway to obtain a city credit card. The motion passed unanimously.

#### **9.14 Property Acquisition -**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to have Chief Johnson look for property to expand for an ambulance facility. The motion passed unanimously.

#### **9.15 GPS/GIS Task Order for Thomson**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to approve the Task Order in the amount of \$2,700 from MSA for GPS/GIS updates for Thomson. The motion passed unanimously.

#### **9.16 Staff Discipline**

City Attorney B. Helwig advised the council to table the issue and review again in 6 months. Clerk Hartung asked if she was going to be disciplined and if the issue was tabled due to her resignation. Mayor Bureau indicated that the circumstances changed upon the Clerk's resignation. Clerk Hartung clarified that indeed the city attorney advised the council that they were to name the employees to be reviewed and only review the employee identified. Clerk Hartung cited MN Statute 13D.05 that states that "an employee that is subject to a performance review must be informed and the employee has the option to have the meeting closed or open." Clerk Hartung further reasoned that if she was not the subject of the review but was going to receive discipline, how her resignation would affect the discipline for Derek. Clerk Hartung confirmed that she was not identified as being reviewed and if she had been notified, she would have asked for the performance review to be open. B. Helwig indicated there may have been a misunderstanding and no evaluation has been produced and he is still recommending to table the discipline for 6 months.

**A MOTION** was made by Councilor Gustafson and seconded by Councilor O'Brien to table staff discipline for 6 months per the city attorney. The motion passed unanimously.

#### **9.17 Interfaith**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to waive the late fees on the water bill for Inter-Faith Care Center (\$403.46), Pineview (\$88.53) and Liberalis Treatment Center (\$123.50) for a total amount of \$615.49. This will be a onetime waiver. 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 May:**

- Negotiate Lease Agreement with Verizon Wireless for Water Tower Use
- **LOGO CONTEST**
- Building Official Contract
- Locates for spring burials
- Data request from Rudy Law Firm
- Letters to Nuisance Violators
- Work w/ VDW on subdivision of parcel for construction
- Wrenshall Township Ambulance Meeting
- Outdoor Liquor Permits
- Bank Reconciliation & Interest Allocations
- Timesheet Updates
- School Avenue Meetings

**Projects for June:**

- Insurance Renewals
- City Hall Architect work
- Continue to work with Ordinances and City code

- Investment and Financial analysis
- Special Assessment Policy
- **LOGO CONTEST**
- Building Official Contract

Dates to be aware of:

MS 150 – June 13th

June 15-18<sup>th</sup> Vacation

### **10.02 Fire Chief Report**

### **10.03 Public Works Report**

- |   |                                 |
|---|---------------------------------|
| - Water plant   | - Water Monitoring              |
| - Drinking fountain   | - School Ave Project & meetings |
| - Burials   | - Clean up (City and Cemetery)  |
| - Meter Pineview  | - Prep town Memorial Day        |
| - Water service locate  | - Water leak detection          |
| - Safety Training   | - Service Tap Scanlon           |
| - 94 dump Truck – Repair brakes, Rims Sandblasted and painted |                                 |
| - Windshield red truck & rock chip fixed in Blue              |                                 |

#### **Activities for June**

- |                            |                                      |
|----------------------------|--------------------------------------|
| - Water Treatment plant    | - Mow                                |
| - Bike Trail               | - School Ave                         |
| - Storm sewer inlet repair | - Give compost pile to AJ Lawn care  |
| - Drinking Fountain        | - Dig Culvert, Vermillion, Stine,    |
| - Culvert hidden view      | - Graves                             |
| - Concrete water shut offs | - Lift Station inspection Vermillion |
| - Dig Water leaks          | - CCR report                         |
| - Repair Valves            | - Signage                            |
| - Crosswalk Paint          | - Playground Sign                    |

#### **Water Plant Update**

- Continuing monitoring for improved water quality
- Manganese removal installed 01/20/2015-Working Great!
- Updating water meters. – Going to install all meters in month of June hopefully
  - o Influent-new into plant
  - o Backwash-(new) filter cleaning
- CO2 tank Removed 5-19-2015

#### **Note**

Water Conservation Services Inc. Found 4 water leaks on 06/02/2015 - 1 hydrant, 1 valve, 1 main, 1 service line.

Hoping to fix main, and valve in June. Looking into the service line weather it is our responsibility or homeowners – Very happy with the service that was provided.

Hoping historical preservation organization coming to do volunteer work at the Cemetery, Late summer early fall. Will have more info when is come along.

Derek – July 9th through 14<sup>th</sup> off

### **10.04 Library Director Report**

- o 341 patrons visited in May (open 78 hours)
- o Movie Night - no attendees
- o Read with Me - No attendance (Memorial Day Weekend)
- o City Council meeting
- o Board meeting
- o Friends of the Library meeting
- o Activity information to schools
- o Updated patron records
- o Changed circulation codes
- o Created bookmarks to use as handouts for out-reach

- o Summer Reading Program flyers handed out at schools
- o Prepared Reading Logs for Summer Reading Program
- o Bucket Raffle - drawing May 9
- o Proctor test for J Kemi
- o Legacy Program at South Terrace
- o Delivered prizes for April contests

Patron visits are up by 174 for this same time frame last year. Computer usage is lower than last year and there are more requests for Wi-Fi. I am waiting to hear on the Blandin technology grant. The Library Board is reviewing our Strategic Plan so we will be able to create new goal for 2016 and the future.

**10.05 Council Member Report**

**10.06 Mayor Report**

## **11.00 RECAP ACTION ITEMS**

## **12.00 UPCOMING MEETINGS**

**LMC Conference – June 24-26<sup>th</sup>, DECC**

**Regular Meeting – July 14, 2015 at 6pm, Carlton City Hall**

## **13.00 Adjournment**

**A MOTION** was made by Rodd and seconded by Councilor O'Brien to adjourn the meeting, the time being 8:22 pm. The motion passed unanimously.

Respectfully Submitted

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Carol Conway  
Deputy City Clerk