

Carlton City Council
MINUTES
Tuesday, July 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, S. O'Brien, A. Gustafson, W. Vork

Council Absent: None

Staff Present: Public Works Superintendent D. Wolf; Deputy Clerk C. Conway; Library Director J. Johnson

Others: Christian Lawien, MSA Engineering; Bill Helwig, City Attorney, Ryan Erspamer, Architect

Residents: Jane Holmes Marlys McKinstry,

Public Hearing: Deb Shaff, Paul Vernon, Norm Johnson

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 Gustafson and seconded by Councilor O'Brien to approve the agenda with the addition of 9.22 Liability Coverage and 9.08 Results of the June 15 closed meeting. 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 June 9, 2015, Minutes from Special Meeting on June 2, 2015 and Closed Meeting on June 15, 2015, Special Meeting June 15, 2015, Special Meeting June 23, 2015.

5.02 Approval of Bills: Exhibit A dated July, 2015 in the amount of \$173,405.67

5.03 Approval of Check Numbers – 28160 - 28269

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 Vork and seconded by Councilor Rodd to approve the consent agenda with the change in the 9.04 School Avenue Motion for the month being June instead of May. The motion passed unanimously.

The Regular Council Meeting was suspended at 6:06 and the Planning Commission Meeting was opened.

6.00 Public Hearings

6.01 Paul Vernon Rezone

Mayor Bureau explained that Mr. Vernon is requesting the rezone of PID 15-180-0010 & 15-10-0020 from R-2 Residential to M-1 Manufacturing due to the fact it would be cost prohibited to bring in sewer and water. Residents inquired about the type of fencing, landscaping and security. Councilor O'Brien wanted to know if campers, boats, etc. would be stored outside in the lot. City Attorney Helwig advised the council they would be in violation of the Comprehensive Plan if the property were to be rezoned. Mr. Helwig also explained he did not think it would qualify for a rezone because it would be spot zoning. Deb Shaff of the Housing Authority indicated it is possible the Housing Authority may be interested in developing the property into housing units. The council advised Mr. Vernon that a conditional use permit may have been the better application. Councilor Vork did not offer an opinion on the definition of public for the permitted uses in an R-2 zone.

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson not allow a rezone in the area requested from R2 Residential to M- Manufacturing.

ROLL CALL

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

A MOTION was made by Councilor Rodd and seconded by Councilor O'Brien to close the Planning Commission Meeting and resume the Regular City Council meeting the time being 6:55pm. The motion passed unanimously.

7.00 Petitions, Communications & Correspondence

7.01 Thank you from Rita Johnson

Thank you note was presented to the council.

7.02 Request for Donation – Summer Learning Camp

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to approve a donation to the Summer Learning Camp in the amount of \$300 from the Charitable Gambling Fund. The motion passed unanimously.

7.03 Request for Donation – Inter-Faith Golf Tournament

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to approve a donation to the Inter-Faith Golf Tournament in the amount of \$200.00 from the Charitable Gambling Fund. The motion passed unanimously.

7.04 Request for Donation – Carlton Daze 5K

A MOTION was made by Councilor Gustafson and seconded by Councilor O'Brien to approve a donation to the Carlton Daze 5K in the amount of \$300 from the Charitable Gambling Fund. The motion passed unanimously with Councilor Rodd abstaining.

7.05 CADC – Playground Grand Opening

A grand opening for the Lil Caboose Playground will be right after the Carlton Daze Parade on July 26, 2015

7.06 LG220 – Lions Club

A **MOTION** was made by Councilor Rodd and seconded by Councilor Gustafson to approve the LG220 for the Lions Club for raffle on July 26, 2015. The motion passed unanimously with Councilor Vork abstaining.

7.07 Friends of Animals

A **MOTION** was made by Councilor Rodd and seconded by Councilor Vork to have the fees for dog tags be returned to the city. Motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 RESOLUTION # 2015-16 DONATION ACCEPTANCE

A **MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to approve Resolution # 2015-16 Acceptance of a Donation. The motion passed 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.

A **MOTION** was made by Councilor Gustafson and seconded by Councilor O'Brien to proceed with the city portion of the trail extension using the lowest bid not to exceed the budgeted amount of \$30,000. The motion passed unanimously.

9.02 Joint Powers Board

Mayor Bureau updated the council that a meeting will be set up to talk about possible future financing for the water line along Hwy 210.

9.03 School Avenue Project

City Attorney Helwig found 6 parcels with incorrect assessments due to the distances of the lot sizes not being correct on MSA calculations. This makes the assessment percentage at 24% instead of 25% which

reduces the assessment amount from \$253,000 to \$243,000. Mr. Vork expressed his disappointment in the work performed by MSA.

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to accept the amended assessment roll for the 6 affected properties. The properties are: Christine Becker 15-010-1820; Gina Graboski 15-010-1800; Bethany & Kenneth Leseman 15-040-0100,0120,0140,0160; Steven Schmidt 15-040-0020; Bethesda Lutheran 15-040-0860; VDW Properties 15-180-0133.

ROLL CALL

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

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to pay the MSA invoice as presented. The motion passed unanimously.

ROLL CALL

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

A MOTION made by Councilor Gustafson and seconded by Councilor Vork to include approximately 90 feet of 6th Street (the point where a valve changes the water main changes from a 6 inch to a 4 inch) in the School Avenue Reconstruction Project. Attorney Helwig pointed out that the property owners on this portion of 6th Street could not be assessed. The motion passed unanimously.

UNFINISHED BUSINESS

9.04 City Logo Contest

9.05 Debt Study/Rate Study

9.06 Website – GovOffice.com

A handout of the GovOffice.com pricing was presented to the council and Councilor Vork would like Librarian to contact 1 other source to compare pricing and usability.

9.07 Speed Study

A reduced speed sign has been installed and the trail crossing sign will be installed shortly. The County is trying to exchange the electric speed sign for a solar sign. Derek will keep on this.

9.08 ARI Presentation

Architect Ryan Erspamer presented a preliminary report of the Feasibility Study being performed on various city buildings. A final report will be presented at the August City Council Meeting.

9.09 Results of the Closed Meeting on June 15, 2015

City Attorney Helwig prepared assessment agreements for all property owners affected by the School Avenue Reconstruction Project which could be signed and returned to the city if the property owner agreed to the assessment. The property owners who sign would not need to attend the assessment hearing on July 27, 2015.

NEW BUSINESS

9.10 Paul Vernon Rezone

A MOTION was made by Councilor O'Brien and seconded by Councilor Gustafson not to allow a rezone from R-2 Residential to M- Manufacturing for PID's 15-180-0010 & 15-180-0020 per the planning commission's recommendation. The motion was passed unanimously.

9.11 Clerk/Administrator Position/Deputy Clerk Compensation

A MOTION was made by Councilor Vork and seconded by Councilor O'Brien to advertise for a City Clerk versus and City Administrator. The motion passed unanimously with Councilor Rodd voting Nay.

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to give Carol Conway/Deputy City Clerk additional compensation of \$400 per pay period and to extend the compensation a week or two beyond the Clerk/Treasurer hire date. The compensation to be retroactive to June 15, 2105. The motion passed unanimously.

9.12 Bank Signatory – 1 Additional Person Needed

Councilor Rodd as Acting Mayor will be added as a bank signatory.

9.13 CD Rates for Funds at Northwood's

Council Vork directed Deputy City Clerk to contact Northwood's to see what the penalty would be for early withdrawal.

9.14 Sidewalks/Street Patching

Public Works Superintendent Wolf informed the Council that approximately \$10,000 may be needed from line item 100-43000-406 to street patching.

9.15 Quote – Dump Truck Lights

A Motion was made by Councilor Rodd and seconded by Councilor O'Brien to repair the lights on the city dump truck.

9.16 Alcohol Ordinance

City Attorney Helwig will look into outside seating area regulations and inform the council of his findings.

9.17 Nuisance Letters/ 1st Street & 337 N Ave

Mrs. McKinstry wanted to know what the city could do with the property at 337 North Avenue. A nuisance letter was sent to the homeowner giving him 2 weeks to get the lawn mowed and to inform the city what the plans are for repairing the home. The certified letter was never retrieved, public works staff will mow the lawn on 7/15/2015. City will have the building inspector determine if repairable.

9.18 Streetcar Dumpsters –

Mayor Bureau will visit with the owners of the Streetcar and let them know it is ok to have the dumpster on city property during the summer months but it has to be moved before the 1st snowfall. They will also be required to keep the garbage picked up around the dumpster area.

9.19 Bond Calendar

Deputy Clerk Conway brought to the attention of the Council the 2 special meetings that will be needed. July 28th, 2015 and August 25, 2015.

9.20 Social Media

A Motion was made by Councilor Gustafson and seconded by Councilor Rodd to table. Motion passed unanimously.

9.21 Comp Plan Implementation Update

Councilor Gustafson presented a survey for residents about what the use should be for the property at 121 Vermillion St and for a trail being planned behind Falls Avenue. Councilor Gustafson and Councilor O'Brien will go door to door with survey.

9.22 Update on LMC Conference/Clerk's Orientation

Mayor Bureau and Councilor Gustafson attended the St. Louis River tour and they found it very interesting as to what is going to go on in the future.

9.23 Liability Coverage

A Motion was made by Councilor Gustafson and seconded by Rodd Councilor to **not wave** the monetary liability limits on renewal.

10.00 Staff and Committee Reports & Recommendations

10.01 Deputy City Clerk Report

Items I have worked on in June

- Gathering information for Bonding and Debt Study
- Assessment Agreements
- Assessment Hearing Letters
- Rezoning Application and Letters to adjoining Property Owners
- Minutes and Nuisance Letters

- Attend Training - Clerk's Orientation (June 24-26)
- Payroll, Accounts Payables, Ambulance Billing, Ambulance EOB's
- Water Billing, Deposits
- Insurance Renewal
- Cemetery Locates
- Cemetery Deeds

Upcoming Items Needing Attention

- Budgets
- Bond and Debt Study
- Ordinances
- Certify Assessments

Upcoming Vacation Dates:

Friday July 17th – ½ day pm
 Friday July 31

Jodie will cover these days

Deputy City Clerk had a call 7/14/15 about the vegetable vendor in the County parking lot at the corner of Chestnut and 3rd Street. The resident was expressing concern that the vendor is in direct competition with the Carlton County Area Farmers Market.

10.02 Fire Chief Report

City Council & Mayor,

Hope you all have had a nice start to your summer. We are currently slightly behind last years call volume with less requests for medical mutual aid coming from our surrounding services. We were awarded a grant for a free Lucas II automatic CPR device. This device is similar to the autopulses (Zoll) that we have carried since 2007. The grant was funded through the MN Dept. of Health and strives to improve out of hospital CPR efficiency. We expect delivery of our SUV sometime in Late August or September. We continue to meet as a truck committee to finalize specifications for our utility grass truck. The past 6 months a committee has also been meeting to update our Standard Operating Procedure Manual headed by Chief Wolf. The new ISO Classification of 5 within five road miles of our station went into effect July 1st for our residents. We look forward to Carlton Daze and the opportunity to do some recruitment of prospective members. In my June report I forgot to mention my appreciation for all that Tracey did for me on a regular basis, she will be missed by myself and our service. The fire board meets on July 15th to discuss the proposed 2016 and 2017 budgets. As always we greatly appreciate your ongoing support.

10.03 Public Works Report

Activities from June

- | | |
|----------------------------|---------------------------------|
| - Water plant | - Water Monitoring |
| - Drinking fountain | - School Ave Project & meetings |
| - Burials | - CCR report |
| - Crosswalk Paint | - Repair Valves/Water leaks |
| - Basketball hoops Thomson | - New trees Cemetery |
| - Dust Control | - Holes in Lindberg Drive |
| - Rekey Thomson Hall | - Well head protection meeting |

Activities for July

- | | |
|--------------------------------|--------------------------------------|
| - Water Treatment plant | - Mow |
| - School Ave | - Graves |
| - Storm sewer inlet repair | - Give compost pile to AJ Lawn care |
| - Drinking Fountain | - Lift Station inspection Vermillion |
| - Culvert hidden view | - Water Services locate |
| - Concrete water shut offs | -Carlton Daze |
| - Repair Service on Dallas Ave | - Radar sign |
| - Budgets | - 94 dump light repair |

Water Plant Update

- Continuing monitoring for improved water quality
- Updating water meters installed and operational
 - o Influent-new into plant
 - o Backwash-(new) filter cleaning
- Waiting on Parsons electrical repair bill

- Sand media sample
- Hooking meters into SCADA System

Note

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

Hydrant flushing beginning of August.

Install 8" water valve by nursing home in August

Derek – Gone - July 10th - 13th

July 17th - 20th

Public Works Superintendent said he may need to spend more time on the School Avenue project than originally anticipated.

10.04 Library Director Report

- o 341 patrons visited in June (open 89 hours)
- o City Council meeting
- o Board meeting
- o Friends of the Library meeting
- o Summer Reading Program
- o Proctor test for J Kemi
- o Updated procedure manual
- o Climb Theater (Legacy) - 18 children & 6 adults
- o Hans Mayer (Kids Stuff) - 20 children & 8 adults
- o Picked up new bookmarks from April contest winner
- o Combined all fiction to 1 category
- o Begin to look at 2016 budget
- o Research how to move the library
- o Design and price new work station for Civic Center

We had good attendance during June. We have a small consistent group participating in the Summer Reading Program.

The No Bake Bake Sale letter has been sent out and we are receiving donations.

The Friends of the Library group is working on 2 fundraisers for Carlton Daze. We will have our Book Sale at the Fire Hall in Friday, July 24 and a Bake Walk on Sunday July 26 after the Parade.

10.05 Council Member Report

Councilor Gustafson pointed out the article in the Minnesota Cities magazine “Come Together: A Tale of City Mergers.

Councilor Rodd provided an updated Carlton Daze Schedule

Councilor Vork reported a huge bump in the road coming off the bridge. Public Works Superintendent Wolf will contact MN Dot.

10.06 Mayor Report

Mayor informed the council the McMillian vault and urn have been relocated.

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

Fire Board Meeting – July 15, 2015 @ 6:30pm

Special Meeting – Assessment Hearing – July 27, 2015 @ 6pm – Thomson Community Center

Special Meeting with Springsted to Authorize Bond Sale – July 28, 2015

Regular Council Meeting – August 11, 2015
Special Meeting – August 25, 2015 with Springsted

13.00 Adjournment

A **MOTION** was made by Gustafson and seconded by Councilor O'Brien to adjourn the meeting, the time being 9:44 pm. The motion passed unanimously.

Respectfully Submitted

Carol Conway
Deputy City Clerk