

Carlton City Council
MINUTES
Tuesday, August 11, 2015

1.00 Call to Order & Pledge of Allegiance 6:00pm

Mayor Bureau called the meeting to order, the time being 6:03 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, Bill Schlenvogt, Building Official

Others: Bill Helwig, City Attorney, Ryan Erspamer, Architect, Brian Miller, MSA

Residents: Jane Holmes

Public Hearing: 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 Vork and seconded by Councilor Rodd to approve the agenda with the addition of 9.10A MN Power Trail Proposal 9.25 Minimum Wage Increase. 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 July 14, 2015, Minutes from Special Meeting on June 27, 2015 and Special Meeting on July 28, 2015..

5.02 Approval of Bills: Exhibit A dated August 11, 2015 in the amount of \$105,946.05

5.03 Approval of Check Numbers – 28270 - 28384

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 as presented. The motion passed unanimously.

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson to recess the regular Council Meeting at 6:07pm and open the Planning Commission Meeting.

6.00 Public Hearings

6.01 Paul Vernon Conditional Use Permit – P Vernon

Mr. Vernon is requesting a conditional use permit to put up rental storage units as he feels putting water and sewer utilities in that area would be cost prohibitive.

Mayor Bureau informed the councilor she had a phone call from Woodland Pines director Deb Shaft and the board for Woodland Pines would preferred to still see housing in that area and if that is not possible they would like to see some type of fencing. Norm Johnson representing Interfaith Care Center also state they would like to see some type of fencing other than chain link. Mr. Vernon stated the fence would need to be able to secure the area. Councilor Vork inquired as to the feasibility of putting in a water and sewer line. PW Superintendent Wolf could only tell Councilor Vork what type of system Interfaith has. He had not estimates as to the cost of the improvements. Building Official Schlenvogt stated feasibility depended on the type of development.

A Recommendation was made by the planning commission not allow a Conditional Use Permit in the area requested area.

ROLL CALL

W. Vork	Nay
L. Rodd	Nay
A. Gustafson	Nay
S. O’ Brien	Nay
K. Bureau	Abstain

A MOTION was made by Councilor O’Brien and seconded by Councilor Gustafson to close the Planning Commission Meeting and resume the Regular City Council meeting the time being 6:41pm. The motion passed unanimously.

7.00 Petitions, Communications & Correspondence

7.01 Superior Hiking Support

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to support the Superior Hiking Tail.

ROLL CALL

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

8.00 Ordinances; Resolutions and Policies

8.01 RESOLUTION # 2015-18 DONATION ACCEPTANCE

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson approve Resolution # 2015-18 Acceptance of a Donation. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Trail Extension.

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson to proceed with the city portion of the trail extension using the bid from Ulland Brothers in the amount 21,760.00. The motion passed unanimously.

9.02 Joint Powers Board

Mayor Bureau updated the council on the upcoming meeting scheduled for August 18, 2015 at 6pm. There will be a gentleman from the cities providing information on possible grant money for the extension of the water line.

9.03 School Avenue Project

Brian Miller from MSA updated the council on the progress of the project. Contractor is moving along pretty good. School Avenue may not be totally complete by the time school starts. The School has been made aware of this and are ok with this.

UNFINISHED BUSINESS

9.04 City Logo Contest

Mayor Bureau and Councilor Gustafson will be contacting the individual who submitted the chosen logo in the next week or so to discuss possible changes to the logo

9.05 Debt Study/Rate Study

9.06 Website – 1 and 1

A MOTION was made by Councilor Gustafson and seconded by O'Brien to use 1 and 1 as the city website. The motion passed unanimously.

9.07 Social Media

Councilor Gustafson presented a sample Social Media Policy from the City of Richfield that was pretty inclusive and she would like to see a Facebook page or something similar for the city once the new website is complete.

9.08 CD Penalty Rate

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to invest the monies at Northwood's Credit Union into a 5 year CD. The motion passed unanimously.

9.09 ARI (Architectural Resources Inc.)

Architect Ryan Erspamer presented 3 different draft options of the Feasibility Study being performed on various city buildings, which included estimates of cost. Copies attached. A final copy will follow in a couple of weeks.

9.10 Liquor Ordinance

City Attorney Helwig updated the Liquor Ordinance to meet all State statutes and combined all Liquor Ordinances into Ordinance. An outdoor seating area has to be covered by the Liquor Licenses holder's Liability Insurance.

A MOTION was made by Councilor Vork and seconded by Councilor O'Brien to approve the updated Liquor Ordinance with the inclusion of a gate and the Liquor Liability Coverage must extend to all outdoor areas. The motion passed unanimously.

9.10A – MN Power Trail Proposal

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to support the Comprehensive Plan Implementation Team to support the MN Power Trail Proposal. The motion passed unanimously.

NEW BUSINESS

9.11 Conditional Use Permit – P. Vernon

A MOTION was made by Councilor Rodd and seconded by Councilor O'Brien deny a Conditional Use Permit for PID's 15-180-0010 & 15-180-0020 per the Planning Commission's recommendation. The motion was passed unanimously.

9.12 2nd Quarter Ambulance Write-Offs

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson to approve the 2nd quarter ambulance write off in the amount of \$102,251.15. The motion passed unanimously.

9.13 Water Write Off - #129

A MOTION was made by Councilor Gustafson and seconded by Councilor O'Brien to approve the write off account #129 in the amount of \$240.67 due to a bankruptcy and no additional funds are being received. The motion passed unanimously.

9.14 Late Fee Forgiveness – Account #418

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to forgive a late fee in the amount of \$106.06 for account #418, with the condition that this will be the final time a late fee will be forgiven on this account. The motion passed unanimously.

9.15 Liquor at Fire Hall for Steak Fry

A MOTION was made by Councilor Gustafson and seconded by Councilor O'Brien to approve liquor at the Fire Hall on September 19, 2015 for the annual steak fry. The motion passed unanimously.

9.16 Carlton Daze Wrap-Up

Mayor Bureau had not heard of any issues during Carlton Daze but the issue of garbage needs to be addressed. All establishments need to have an extra pickup either late Saturday night or early Sunday morning. This will be a requirement of the outdoor liquor license for Carlton Daze.

9.17 Office Help from Jodie

A MOTION was made Councilor Vork and seconded by Councilor Gustafson to approve Jodie Johnson to work up to 24 hours per pay period, as needed, at a rate of \$13.50/hour. The motion passed unanimously.

9.18 Interviews

Interviews will be on Tuesday August 18, 2015 from 2pm-4pm. Deputy Clerk Conway will contact the 6 applicants chosen for an interview.

9.19 Work Sessions for Budgets – Small Cities Assistance

The 1st Budget work session will be on Monday August 24, 2015 at 4pm.

9.20 Public Works Quotes

A MOTION was made by Councilor Gustafson and seconded by Councilor O'Brien to accept the bid of \$8,275 for crack sealing on 2nd St., 4th St. 1st St. and Birch Ave. The motion passed unanimously with Councilor Vork abstaining.

A MOTION was made by Councilor Vork and seconded by Gustafson to accept the low bid of \$3,358.30 from 3D construction for asphalt replacement. The motion passed unanimously.

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to complete the concrete work as requested by PW Superintendent Wolf. The motion passed unanimously.

9.21 Bonfires in Town

Fire Chief Johnson informed the council that the nuisance ordinance may need to be updated to address nuisance bonfires in city limits.

9.22 Thomson Hall Open for Holiday Rentals

A MOTION was made by Councilor and seconded by Councilor to make Thomson Hall available for holiday rentals. A \$50.00 lost key charge will be added to the contract.

9.23 MPL Ordinance

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to renumber Ordinance 182 MN Power Franchise Agreement to Ordinance 183 and repeal Thomson Area Ordinance 5-05-101 . The motion passed unanimously.

9.24 Preliminary Budget (General Fund)

Deputy Clerk Conway included a Preliminary Budget for the General Fund. Informational Only

9.25 Increase in Minimum Wage

A MOTION was made by Councilor Vork and seconded by Rodd to increase the minimum wage of the recycle shed keepers to \$9.00 to adhere to State mandate. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 Deputy City Clerk Report

Items I worked on in July

- School Ave Bonding Payroll & Accounts Payable
- Attend Special & Fire Board Meeting/Type Minutes
- Job Posting Rate Study
- Conditional Use Permit/Subdivision Info
- Water Billing Quarterly's
- Insurance Renewal Trail Dumping letters
- Budgets

Looking ahead I will be working on budgets, liquor license renewals, School Ave bonding, rate study, get documents ready for interviewing, water billing, payroll and accounts payable.

10.02 Fire Chief Report

10.03 Public Works Report

Activities from July

- Water plant
- School Ave Project & meetings
- Burials
- Repair Valves/Water leaks
- Lift Stations
- Cemetery Repair
- Water Monitoring
- Carlton Daze
- Repair Service on Dallas Ave
- Gas Company on North Ave
- Sewer Jet
- Transmission Blue Truck

Activities for August

- Water Treatment plant
- School Ave
- Storm sewer inlet repair
- Drinking Fountain
- Culvert hidden view
- Concrete water shut offs
- Radar sign
- Budgets
- Mow
- Graves
- Give compost pile to AJ Lawn care
- Lift Station inspection/Repair Vermillion
- Water Services locate
- Well 4 Repair
- Water Tower Clean
- 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 it comes along.

10.04 Library Director Report

July 2015

- o 429 patrons visited in July (open 85 hours)
- o City Council meeting
- o Board meeting
- o Friends of the Library meeting
- o Summer Reading Program - 18 children
- o Proctor test for J Kemi
- o 2016 budget plan A & plan B
- o Pint Size Polka - 9 children, 5 adults
- o Cataloguing training at ALS Headquarters
- o Legacy - Zaarawar Mistrays - 13 children, 6 adults
- o Carlton Daze Book Sale - Friday
- o Carlton Daze Bake Walk - Sunday
- o Read With Me - Messy Madness - 2 children, 2 adults
- o Removed staff only restriction on some books
- o Reviewed Strategic Plan. Prepared information for Board.

I received word from Mary at the Cloquet Library that the Technology grant that we (Carlton, Cloquet, & Moose Lake) applied for was approved. We had asked for iPad, MacBooks, and routers for the libraries. I will let you know more when we get the written approval.

We had 175 points redeemed by 18 children at the Summer Reading Program store. This is 3 times the points as last year. The children enjoy getting to save and spend points on things in the store. There were 2 teens and 6 adults that participated as well

Our patron visits are still higher than last year at this time.

Jodie Johnson

Library Director

10.05 Council Member Report

Councilor Rodd inquired as to whether we received any communication from the owner of 337 North Ave. The Certified Letter was not picked up and was returned to the city.

Councilor Rodd thanked the Council for the donation to the 5K race.

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

13.00 Adjournment

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to adjourn the meeting, the time being 9:03 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Deputy City Clerk