

Carlton City Council
AGENDA
Tuesday, January 14, 2014

1.00 Call to Order & Roll Call 5:00pm

Mayor Bureau called the meeting to order, the time being 5:00pm

Council Present: Mayor K. Bureau, Councilors S. Davis, L. Theisen, W. Vork, L. Rodd

Council Absent:

Staff Present: Clerk/ Treasurer T. Hartung; Public Works Superintendent D. Wolf; Fire Chief Dane Johnson; Bill Helwig, City Attorney

Others: Ruth Jorgenson, City Clerk, City of Thomson; Marv Bodie, Carlton County Commissioner; Guy Wait

2.00 Pledge of Allegiance

3.00 Presentations & Guests

3.01

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 L. Thiesen approving the agenda with the addition of **9.12 George Verkovich – Credit Card, 9.13 - Bunker Gear, 9.14 Correspondence**. The motion carried 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 12-10-2013; Minutes of the TNT Hearing on 12-10-2013; Minutes of the Special Meeting on 1-7-2014

5.02 Approval of Bills: Exhibit A dated January 14, 2014 in the amount of \$177,086.47

5.03 Approval of Check Numbers – 26151-26275

5.04 Review and Approval of Petty Cash

5.05 Charitable Gambling Report

5.06 Frandsen Bank and Trust Credit Card Statement

A MOTION was made by Councilor S. Davis and seconded by Councilor W. Vork approving the consent agenda. The motion carried unanimously.

6.00 Public Hearings

6.01

7.00 Petitions, Communications & Correspondence

7.01

8.00 Ordinances; Resolutions and Policies

8.01 #2014-01 Annual Administrative Resolution

A MOTION was made by Councilor L. Thiesen and seconded by Councilor L. Rodd to approve **Ordinance #2014-01 Annual Administrative Resolution**. The motion passed unanimously.

ROLL CALL

S. Davis Yea
L. Theisen Yea
W. Vork Yea
L. Rodd Yea
K. Bureau Yea

8.02 #2014-02 2014 Fee Schedule

A MOTION was made by Councilor L. Thiesen and seconded by Councilor W. Vork to approve **Ordinance #2014-02 2014 Fee Schedule** removing Passport Fee and any other unused fees on the schedule. The motion passed unanimously.

ROLL CALL

S. Davis Yea
L. Theisen Yea
W. Vork Yea
L. Rodd Yea
K. Bureau Yea

8.03 #2014-03 SCORE Grant 2014

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis to approve **Ordinance #2014-03 SCORE Grant 2014**. The motion passed unanimously.

ROLL CALL

S. Davis Yea
L. Theisen Yea
W. Vork Yea
L. Rodd Yea
K. Bureau Yea

8.04 #2014-04 Donation Acceptance – Library

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to approve **Ordinance #2014-04 Donation Acceptance - Library**. The motion passed unanimously.

ROLL CALL

S. Davis Yea

L. Theisen Yea
W. Vork Yea
L. Rodd Yea
K. Bureau Yea

9.00 General Business

NEW BUSINESS

9.01 Guy Wait Retirement

Mayor Bureau introduced Guy Wait and asked him to present his questions. Mr. Wait requested that a \$300 post-retirement benefit be paid to him beginning from November 1, 2013 and provided letters from Kirk Johnson and Adam Bailey. Mayor Bureau indicated she was unable to locate information in minutes or personnel files to support his request however, she would research further information with former city councilors. The minutes from meetings hiring Guy Wait were read as well as pertinent Personnel Policy items (Pg. 16 – RETIREMENT). Mayor Bureau told Mr. Wait that his formal claim filed with the League of MN Cities would be addressed and we would abide by their ruling. Mr. Wait denied filing a claim with LMC. The issue was tabled until a ruling could be made and/or further information could be found.

9.02 BLS Rates for Ambulance

Fire Chief Johnson presented information regarding current billing rates based on information from Advantage Billing. Based on the 2013 figures, 35% of runs are billed to Medicare and 20% billed to Medical Assistance. Chief Johnson indicated that we are one of the few services that are currently billing for supplies.

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to raise the Carlton Ambulance In-District Rates to \$950.00. The motion passed unanimously.

ROLL CALL

S. Davis Yea
L. Theisen Yea
W. Vork Yea
L. Rodd Yea
K. Bureau Yea

9.03 Liquor at the Fire Hall – February 8, 2014

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve consumption of alcoholic beverages at the Carlton Fire Hall following Bingo on February 8, 2014. The motion passed unanimously.

ROLL CALL

S. Davis Yea
L. Theisen Yea
W. Vork Yea
L. Rodd Yea
K. Bureau Yea

9.04 12 Lead EKG's

Chief Johnson informed the council that grants for the 12 lead EKG's was denied possibly due to our proximity to Duluth. Chief Johnson would like to incorporate the second unit during the purchase of the ambulance chassis in 2015.

9.05 Infratech Quote for Line Locator

A MOTION was made by Councilor L. Theisen and seconded by Councilor W. Vork to purchase a Line Locator from Infratech for \$3,708.00 and no additional quotes are required based on the variability of the unit quoted and the compatibility to our existing equipment. The motion passed unanimously.

ROLL CALL

S. Davis	Yea
L. Theisen	Yea
W. Vork	Yea
L. Rodd	Yea
K. Bureau	Yea

9.06 MCFOA Conference – March 18th – 21st, 2014

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Thiesen to allow Clerk Hartung for the 2-day MCFOA conference. The motion passed unanimously.

ROLL CALL

S. Davis	Yea
L. Theisen	Yea
W. Vork	Yea
L. Rodd	Yea
K. Bureau	Yea

9.07 Clerk's Vacation Request – March 24 – April 4, 2014

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis to approve Clerk Hartung request for 2 week vacation from March 24 – April 4, 2014. The motion passed unanimously.

ROLL CALL

S. Davis	Yea
L. Theisen	Yea
W. Vork	Yea
L. Rodd	Yea
K. Bureau	Yea

9.08 Part-time Maintenance Position

PW Superintendent Wolf, Clerk Hartung and Mayor Bureau will continue to interview until a suitable candidate is hired.

9.09 Ice Overhang

Residents and council expressed concern regarding ice and snow overhang on commercial property. Direction was given to Clerk Hartung to continue to monitor and call and/or send letters to property owners as needed.

9.10 2013 Library Levy Abatement

Due to 2013 Property Tax Abatement, the 2013 state-certified library support was reduced by approximately \$2,500.00.

A MOTION was made by Councilor L. Rodd and seconded by Councilor L. Theisen to approve Clerk Hartung to transfer \$2,500 from the General Fund to the Library Fund to offset the abatement amount of property taxes. The motion passed unanimously.

ROLL CALL

S. Davis	Yea
L. Theisen	Yea
W. Vork	Yea
L. Rodd	Yea
K. Bureau	Yea

9.11 2013 4th Qtr Ambulance Write-Offs

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve the 2013 4th Quarter Ambulance Write-offs as presented. The motion passed unanimously.

9.12 George Verkovich – Credit Card

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to approve issuing George Verkovich for City-owned credit card abiding by the Credit Card Policy. The motion passed unanimously.

9.13 Bunker Gear

A MOTION was made by Councilor L. Theisen and seconded by Councilor W. Vork to approve the purchase of 3 sets of turn out gear for the Fire Department due to the lower cost of the gear. The motion passed unanimously.

9.14 Correspondence regarding Affordable Health Care Act

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis to send a letter of support for the Klobachar and Franken bill to exempt Fire Department and EMS Personnel from the affordable Health Care Act. 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 December:

- Continue to work on consolidation with City of Thomson
- Cemetery Booklet/ Update for Funeral Homes and Marker Companies
- Update Emergency Management Plan/Hazard Mitigation Plan

- Complete FEMA Compliance Survey and submit to State
- Prep Summary Budget reports for publication
- Finalize all levy paperwork
- Update Emergency Management Plan
- Process Minnesota Power Agreement

Plans for January include:

- Prep all Ambulance and Fire Billing Letter
- Interview and Hire Part-time Maintenance
- Meet with WLSSD –
- Process all end of the year reporting and prep for audit (March 10th – 14th)
- 2010 and 2011 Payroll Corrections

Requested Vacation dates – March 24th – April 4th, 2014

Respectfully,
Tracey Hartung
City Clerk/ Treasurer

10.02 City Engineer Report

WLSSD I/I REPORT AND 2014 PLAN MSA and City staff will meet with WLSSD in January to review progress on 2013 activities and begin planning for 2014 I/I reduction tasks. MSA will compile data collected at this meeting and prepare the 2013/2014 report (due in February)

WILLARD MUNGER CONNECTOR TRAIL Construction activities have shut down for the winter. The County’s Contractor will complete the work in the spring. Also, the County and City will need to construct the north connector portion of the trail (from Birch Ave to the Park). MSA anticipates no further involvement in this Project.

CARLTON/ THOMSON MERGER MSA and City staff has had several discussions relating to utility and development coordination between the merged communities, and will continue to be involved in the merger as needed (utility, planning, mapping, zoning, development, ordinances, Capital Improvement Plan).

CIP/ FUNDING MSA continues to meet with City staff to review the CIP. Specific items for review in 2014 include: Carlton-Thomson merger, Water Treatment Plant maintenance upgrades, School Avenue, and identifying the next round of sanitary sewer rehabilitation. MSA continues to watch legislative and grant trends and programs to identify matches for potential projects.

GIS MAPPING UPDATES MSA will again work with City staff to update the utility maps and GIS application.

TWIN LAKES WATER LINE Nothing new to report at this time.

10.03 Public Works Report

Activities from December/January

- Well Head Protection
- Work on Summer equipment
- Move LOTS and LOTS of Snow!
- Try to Scrape Street of Ice Slush (NEED an under body scraper on next dump truck)
- Hired part-time Maintenance (Luke Guentzel)

Activities for January/February

- Continued Snow removal
- Continued Maintenance on Snow moving equipment
- Continue to service Summer equipment
- Well Head Protection
- WLSSD Meeting regarding I&I and CAF fees
- Water Treatment plant yearly Maintenance

Personal Days - January 4th through 11th Jamaica!

Respectfully, Derek Wolf , Public Works Superintendent

10.04 Fire Department Report

10.05 Library Board Report

What I have accomplished:

- 214 patrons visited in December (open 76 hours)
- Movie Night (Bah Humduck) - 3 adults, 3 children
- Proctored a test for LSCC student
- Bingo - 2 adults, 3 children
- Board Games - 2 adults, 3 children
- Movie Matinee (Muppets Christmas Carol) - Canceled

What I am working on:

- Girl Scout groups - Scribe Badge
- FDL Head Start visit
- Winter Reading Program
- Starting Annual Report
- 1,000 books by Kindergarten with School Readiness & ECFE

Chores:

- Computer maintenance (Weekly)
- Cleaning - dust, sweep, mop, vacuum, garbage, windows
- Pull list
- Magazine cataloguing
- Story Time
- Overdues
- *Board Meeting Reports (Monthly)*
- *Petty Cash*
- *Tally sheets, summary*
- *Community News Article*
- *Video rotation, large print rotation*

Jodie Johnson, Library Director

10.06 Council Member Report

Councilor W Vork outlined the recent water break and the events of the past week. Copies of the letter will be entered into the employees' personnel files with gratitude from Councilor Vork.

10.07 Mayor's Report

11.00 Carlton Comment – *Individuals may address the Council about any item not contained on the regular agenda. A maximum of 15 minutes is allotted for the Forum. If the full 15 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.*

12.00 RECAP ACTION ITEMS

13.00 UPCOMING MEETINGS

14.00 ADJOURNMENT

A MOTION was made by Councilor L. Rodd and seconded by Councilor W. Vork to adjourn the meeting, the time being 6:58pm. The motion carried unanimously.

Respectfully Submitted:

Tracey Hartung

Clerk/ Treasurer