

**Carlton City Council**  
**MEETING MINUTES**  
**Tuesday, February 11, 2014**

**1.00 Call to Order & Roll Call 5:00pm**

Acting Mayor Rodd called the meeting to order, the time being 5:01pm

*Council Present:* Councilors S. Davis, L. Theisen, W. Vork, L. Rodd

*Council Absent:* Mayor K. Bureau

*Staff Present:* Clerk/ Treasurer T. Hartung; Public Works Superintendent D. Wolf; Fire Chief Dane Johnson; Bill Helwig, City Attorney; Mark Wallis, MSA; Carol Conway, Office Coordinator

*Others:* Ruth Jorgenson, City Clerk, City of Thomson; Selma O' Brien, Councilor, City of Thomson; Larry St. Germain, City of Thomson; Aaron Hanson, Third Base Bar; Janet Adkins, Four Seasons; Eric Gibson, Four Seasons

**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. Thiesen and seconded by Councilor S. Davis approving the agenda with the addition of **9.21 Dumpsters**. 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 1-14-2014; Minutes of the Special Meeting on 1-21-2014

**5.02** Approval of Bills: Exhibit A dated February 11, 2014 in the amount of \$108,317.03

**5.03** Approval of Check Numbers – 26276-26382

**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 CAFD Survey

Surveys that were received were distributed to the City Councilors.

## 7.02 Civic Center Lease Agreement

Carlton County has sent a Notice of Intent to vacate the upstairs portion of the Civic Center by March 31, 2014 and extend on a month to month basis after that time. Future use plans will be developed throughout the year.

## 8.00 Ordinances; Resolutions and Policies

### 8.01 #2014-05 Donation Acceptance – Library

**A MOTION** was made by Councilor W. Vork and seconded by Councilor L. Thiesen to approve **Ordinance #2014-05 Donation Acceptance - Library**. The motion passed unanimously.

#### ROLL CALL

S. Davis	Yea
L. Thiesen	Yea
W. Vork	Yea
L. Rodd	Yea
K. Bureau	Absent

## 9.00 General Business

### UNFINISHED BUSINESS

### 9.01 Part-time Maintenance Position

**A MOTION** was made by Councilor L. Thiesen and Councilor W. Vork to hire Marlyn Ninneman as part-time Maintenance for 24 hours per week at a rate of pay of \$10.00 per hour. The motion passed unanimously.

#### ROLL CALL

S. Davis	Yea
L. Thiesen	Yea
W. Vork	Yea
L. Rodd	Yea
K. Bureau	Absent

### 9.02 Guy Wait Post-Retirement Benefit

**A MOTION** was made by S. Davis and seconded L. Thiesen to close the issue based on the lack of evidence and the determination by the League of Minnesota Cities unless further information is brought forward by the defendant. The motion carried with Councilor W. Vork voting nay.

#### ROLL CALL

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

**NEW BUSINESS**

**9.03    Extra Patrol for Carlton Daze 2014**

The council spoke to business owner, Aaron Hanson regarding the extra patrol needed during the city festival. Mr. Hanson agreed that Carlton County patrol assists his extra staff with crowd control and would be willing to contribute to the added cost for extra patrol during that weekend.

**A MOTION** was made by Councilor W. Vork and seconded by Councilor L. Theisen to table this issue. The motion passed unanimously.

**9.04    Water/Sewer Bill for 214 Chestnut Avenue**

The water/sewer bill at 214 Chestnut Avenue has been paid and the water service has been resumed and no further action need be taken.

**9.05    Sewer Charges for 307 2<sup>nd</sup> Street**

**A MOTION** was made by Councilor L. Theisen and seconded by Councilor W. Vork to credit \$222.08 for the portion of the January utility bill for account #306. The motion passed unanimously.

**ROLL CALL**

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

**9.06    WLSSD I&I Report**

The City of Carlton/ Thomson I&I Report for 2013 and 2014 Plan was presented by PW Superintendent Wolf for review by council.

**A MOTION** was made by Councilor S. Davis and seconded by Councilor L. Theisen to approve the City of Carlton/ Thomson I&I Report for 2013 and 2014 Plan. The motion passed unanimously.

**ROLL CALL**

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

**9.07    Four Seasons Sports Complex**

The Four Seasons Board has approached the City in regard to options for direction and support if they are not able to continue a youth hockey program in Carlton due to dwindling numbers. Board Chair Eric Gibson indicated that the volunteers are not willing to facilitate the rentals for the event center. Councilor W. Vork presented past history of the building and presented one possible solution as finding an organization to lease the entire building. No action was taken on the issue.

**9.08 GIS Annual Contract for Service – Task Order 1**

**A MOTION** was made by Councilor W. Vork and seconded by Councilor L. Thiesen to approve MSA Task Order 1 for \$2,000.00 for GIS annual support. The motion passed unanimously.

**ROLL CALL**

S. Davis	Yea
L. Thiesen	Yea
W. Vork	Yea
L. Rodd	Yea
K. Bureau	Absent

**9.09 MSA General Service Contract – Task Order 2**

**A MOTION** was made by Councilor S. Davis and seconded by Councilor L. Thiesen to approve MSA Task Order 2 for \$5,000 for General Engineering Service. The motion passed unanimously.

**ROLL CALL**

S. Davis	Yea
L. Thiesen	Yea
W. Vork	Yea
L. Rodd	Yea
K. Bureau	Absent

**9.10 Pay Equity Report**

**A MOTION** was made by Councilor L. Thiesen and seconded by Councilor W. Vork to accept the Pay Equity Report as presented. The motion passed unanimously.

**ROLL CALL**

S. Davis	Yea
L. Thiesen	Yea
W. Vork	Yea
L. Rodd	Yea
K. Bureau	Absent

**9.11 2014 Fire Department Officers**

**A MOTION** was made by Councilor L. Thiesen and seconded by Councilor S. Davis to approve the 2014 Officers as Dane Johnson, Chief, Derek Wolf, First Chief, Dwyre Johnson, 2<sup>nd</sup> Chief and Captains are Lee Schelonka, Nick Schatz and Scott Bodin. The motion passed unanimously.

### **9.12 Deferred Compensation for Full-time Employees**

**A MOTION** was made by Councilor W. Vork and seconded by Councilor S. Davis to approve an employee-funded Deferred Comp Plan as an option for full-time employees and allow Clerk Hartung to administer the program. The motion passed unanimously.

#### **ROLL CALL**

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

### **9.13 Century Link Right of Way Application**

**A MOTION** was made by Councilor W. Vork and seconded by Councilor L. Theisen to approve the Application for Right of Way Permit for 94 Chestnut Avenue for buried cable in the right of way. The motion passed unanimously.

### **9.14 Comprehensive Plan Proposals**

Clerk Hartung updated the council on where we are at with a combined Comprehensive Plan. Two proposals are being presented. Mark Wallis reviewed the MSA proposal and a proposal from Applied Insights was distributed. Clerk Jorgenson from the City of Thomson confirmed the need for a Comprehensive Plan during our consolidation period rather than post-consolidation.

**A MOTION** was made by Councilor L. Theisen and seconded by Councilor S. Davis to table the Comprehensive Plan proposals pending further review. The motion passed unanimously.

### **9.15 LG220 NWTF – Carlton County Cutters**

**A MOTION** was made by Councilor L. Theisen and seconded by Councilor W. Vork to approve LG220 from the Carlton County Cutters for March 20th. The motion passed unanimously.

### **9.16 LG220 MN Deer Hunters Association**

**A MOTION** was made by Councilor W. Vork and seconded by Councilor L. Theisen to approve LG220 from the MN Deer Hunters Association for September 18, 2014. The motion passed unanimously.

### **9.17 Safety & Loss Control Workshop**

The League of MN Cities will host their annual Safety & Loss Control Workshop in Duluth on April 9<sup>th</sup> if any council or staff would like to attend.

### **9.18 Dehumidifier Building**

PW Superintendent Wolf updated the council on the probable repairs/ replacement of the dehumidifier building at the WTF.

### **9.19 Recognition Plaques**

**A MOTION** was made by Councilor S. Davis and seconded by Councilor L. Theisen to table this issue. The motion passed unanimously.

### **9.20 National Service Recognition Day – April 1, 2014**

**A MOTION** was made by Councilor S. Davis and seconded by Councilor W. Vork hereby proclaiming April 1, 2014 mayors day of Recognition for National Service. The motion passed unanimously.

### **9.21 Dumpsters**

Direction was given to Clerk Hartung to research ordinances/ issues with dumpsters and what possibly can be done to conceal them from public view.

## **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 January:**

- Prep all Ambulance and Fire Billing Letter
- Interview and Hire Part-time Maintenance
- Meet with WLSSD – I&I Reporting
- Work on Development of Comprehensive Plan
- Process Utility Billing for City of Thomson
- Prep for audit (March 10<sup>th</sup> – 14<sup>th</sup>)
- Continue to work on consolidation with City of Thomson

#### **Plans for February include:**

- Cemetery Booklet/ Update for Funeral Homes and Marker Companies
- Update Emergency Management Plan/Hazard Mitigation Plan
- Complete payroll reporting for IRS/State of Minnesota
- 2010 and 2011 Payroll Corrections

### **10.02 City Engineer Report**

#### **WLSSD 2013 Infiltration/Inflow Report and 2014 Plan**

MSA and City staff met with WLSSD in January to review progress on 2013 activities and begin planning for 2014 I/I reduction tasks. MSA has compiled the data and prepared the 2013/2014 report (due in February). The report will be presented to Council for approval at the February meeting. It is important to note that MSA combined the Carlton and Thomson plans into one submittal in preparation for the consolidation. MSA will assist staff as needed throughout the year to complete 2014 activities.

#### **Carlton/Thomson Merger**

MSA and City staff has had several discussions relating to utility and development coordination between the merged communities, and continues to be involved in the merger as needed (utility, planning, mapping, zoning, development, ordinances, Capital Improvement Plan). MSA will present a recommended work plan for merger planning activities at the February 11 meeting.

#### **GIS Mapping Updates**

MSA will again work with City staff to update the GIS application.

#### **School Avenue**

MSA met with staff to review the scope of the project, potential schedule, and to review alternative funding mechanisms. We will continue to work with staff to scope this project and present recommendations to Council in the future.

#### **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.

#### **Capital Improvement Plan/ 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.

#### **Twin lakes Water Line**

Nothing new to report at this time.

### **10.03 Public Works Report**

#### Activities from January/February

- Well Head Protection
- Work on Summer equipment
- Move Snow
- Dig Winter Grave
- New Shelves in Garage
- Ongoing planning for summer
- WLSSD Meeting regarding I&I and CAF fees
- Water Leaks-one residential, one business, both on owners side of Meter
- Yearly water sampling
- Frozen sewer line
- Hired part-time Maintenance (Marlyn Ninneman)

#### Activities for February/March

- Continued Snow removal
- Continued Maintenance on snow moving equipment
- Continue to service summer equipment
- Well Head Protection
- Water Treatment plant yearly Maintenance
- Train on new line locator

### **10.04 Fire Chief Report**

2014 started out with a bang for us totaling 61 calls as of the end of January. Looks like we are starting out the year busy just how we ended 2013. As of Feb. 1st we have sent the updated district base rate change to Advantage billing that you approved last month in your council meeting. Derek, Tracey, and I have begun the process of trying to get to all of the City and Township meetings that we provide ambulance service to in hopes of starting the conversation on fairly dividing up the cost of the On-Call system. We hope with some new faces and possibly new ideas we can come to some agreement on how the cost should be split up. Several members attended the Arrowhead EMS conference held at the DECC and reported it was again a wonderful conference with some exceptional speakers. On Saturday of the Conference we presented Dr. Vicki Anderson with a lifetime achievement award from the Arrowhead EMS Association. She was very grateful to receive the award, she will also be receiving an award from the Carlton County EMS Association at the County Commissioners meeting at the end of February. We feel she is definitely deserving of the recognition after 38 + years of service to the Carlton Ambulance Service and this community. We are also busy getting ready for BINGO which is held Feb. 8th @ 7pm Carlton High School. A lot of work goes into putting on the BINGO and we hope we have a good turnout, we know the community looks forward to this evening as do we. All of

the officer positions were re-nominated at our January business meeting. The three sets of turnout gear have been sized and ordered and we expect delivery sometime soon. Several new grants for the year have been started as we look to purchase a few new pieces of equipment with the help of grant funding. We hope you all have an excellent 2014 and that warmer weather comes soon! As always we appreciate your ongoing support.

**10.05 Building Official Annual Report**

Following are general statistics for building and construction activity in the City of Carlton for the year 2013:

<u>Type of Work</u>	<u>No. of Permits</u>	<u>Dollar Value</u>
New Houses	1	\$ 201,042
Apartment Buildings	1	\$1,167,221
Residential Rehabilitation	15	\$ 166,600
Commercial rehabilitation	3	\$ 73,453
New Commercial	2	\$ 283,177
Garages	1	\$ 15,000
Demolitions	3	\$ -0-
<b>TOTAL</b>	<b>26</b>	<b>\$1,906,493</b>

In addition, a total of 52 inspections of various types were performed during 2013. Inspections were performed when contacted by permit holder at the time the relevant work was ready. Notifications for an inspection is the responsibility of the permit holder. I trust this information will be of use to you. Please contact me if there are any questions or concerns regarding any of it.

**10.06 Library Director Report**

**10.07 Council Member Report**

Council gave direction to Clerk Hartung to request repealed ordinances from Attny B. Helwig and to continue with codification process in house.

**10.08 Mayor 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**

**A MOTION** was made by Councilor W. Vork and seconded by Councilor L. Theisen to move the regular council meeting from March 11, 2014 to March 4, 2014 at 5pm due to several scheduling conflicts and pending approval of Mayor Bureau. The motion passed unanimously.

**14.00 Adjournment**

**A MOTION** was made by Councilor L. Theisen and seconded by Councilor S. Davis to adjourn the meeting, the time being 7:14pm. The motion carried unanimously.

Respectfully Submitted:



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Tracey Hartung  
Clerk/ Treasurer