

**Carlton City Council**  
**MEETING MINUTES**  
**Tuesday, March 4, 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:* None

*Staff Present:* Clerk/ Treasurer T. Hartung; Public Works Superintendent D. Wolf; Fire Chief Dane Johnson; Carol Conway, Office Coordinator

*Others:* Ruth Jorgenson, City Clerk, City of Thomson; Joeline Steffens, John Powers, Jan and Bob Tischer

**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 as presented. 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 2-11.2014

5.02 Approval of Bills: Exhibit A dated March 4, 2014 in the amount of \$57,009.19

5.03 Approval of Check Numbers – 26383-26494

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 W. Vork and seconded by Councilor L. Rodd approving the consent agenda. The motion carried unanimously.

**6.00 Public Hearings**

6.01

**7.00 Petitions, Communications & Correspondence**

7.01 **Community Education – Request for Donation for Father/Daughter Ball**

**A MOTION** was made by Councilor L. Rodd and seconded by Councilor W. Vork to approve a donation in the amount \$100.00 of from the Charitable Gambling Fund. The motion carried unanimously.

**7.02 Frandsen Bank & Trust Letter**

A letter was received on February 21<sup>st</sup>, 2014 from Frandsen Bank indicating that they will be closing the Carlton branch effective May 30, 2014. Clerk Hartung was instructed to send a letter of response expressing our displeasure for this action.

**8.00 Ordinances; Resolutions and Policies**

**8.01 Resolution #2014-06 Donation Acceptance – Library**

**A MOTION** was made by Councilor L. Theisen and seconded by Councilor L. Rodd approving Resolution # 2014-06 Donation Acceptance in the amount of \$30.00 from various Library donors. The motion carried unanimously.

**8.02 Ordinance #184 An Ordinance Enacting a Code of Ordinances**

**A MOTION** was made by Councilor L. Theisen and seconded by Councilor S. Davis approving Ordinance #184 -An Ordinance Enacting a Code of Ordinances. The motion carried unanimously.

**ROLL CALL**

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

**9.00 General Business**

**UNFINISHED BUSINESS**

**9.01 Extra Patrol for Carlton Daze 2014**

Clerk Hartung was directed to forward the contract to Carlton County Attny for review and item will remain tabled until the contract is finalized. The extra patrol for Carlton Daze will be addressed with the liquor license holders in early summer with the proportion being split between the 3 establishments.

**9.02 Comprehensive Plan Proposals**

Mr. John Powers presented a background of his education and experience and reviewed his proposal and what it included and did not include. Powers indicated that his proposal would allow for review of our community and what type of community we would like to be and how we can get there.

**9.03 Recognition Plaques**

**A MOTION** was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve purchasing recognition plaques for Mayor’s Day of Recognition using Charitable Gambling Funds. The motion carried unanimously.

**ROLL CALL**

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

**9.04    Dumpsters**

Research regarding other cities dumpster ordinances and information regarding garbage haulers was presented. Clerk Hartung will address that in the updating of our ordinances. No further action was needed on this item.

**NEW BUSINESS**

**9.05    Frozen Water Line – Thawing Invoices**

Carlton resident Bob Tischer addressed the council regarding the events that he experienced regarding his frozen water line on February 14-16<sup>th</sup> and requested assistance with an invoice to thaw the line for \$600 plus additional costs for thawing a sewer line. PW Superintendent Wolf noted that water service was fully restored following a water main break on February 11<sup>th</sup> near his home. Clerk Hartung presented information retrieved from the MN Department of Health, the League of MN Cities and MRWA. Additional direction was given to PW Superintendent Wolf to continue to research solutions for thawing completely frozen water lines.

**A MOTION** was made by Councilor L. Theisen and seconded by Councilor W. Vork to adjust water bills using the average usage for the past 3 months for residents that have been directed to run their water until at such time that the resident is directed to stop running water. The motion carried unanimously.

**ROLL CALL**

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

**9.06    HUD 50077 Compliance Form**

**A MOTION** was made by Councilor L. Rodd and seconded by Councilor S. Davis to approve the HUD 50077 as presented from the Cloquet/Carlton Housing & Redevelopment Authority. The motion carried unanimously.

**ROLL CALL**

S. Davis        Yea  
L. Theisen     Yea  
W. Vork        Yea

L. Rodd        Yea  
K. Bureau     Yea

**9.07 Board of Equalization – April 24<sup>th</sup>, 2014 @ 10:00am**

The 2014 Board of Equalization meeting will be held on April 24<sup>th</sup> at 10:00am. Clerk Hartung will post the necessary notices and publish them as needed.

**9.08 Carlton Fire & Ambulance Formula**

Fire Chief Johnson presented a new formula that was created following presentations to the 11 townships and 3 cities and weighting the number of runs and net tax capacity. Chief Johnson requested the council consider how to fund Carlton’s amount of \$16,186.00 for 2015. No action was taken and further information will be given following finalization.

**9.09 Fire Hall PA System**

**A MOTION** was made by Councilor W. Vork and seconded by Councilor S. Davis to support upgrading the PA system at the Fire Hall. The motion carried unanimously.

**9.10 Water Treatment Plant Information**

PW Superintendent Derek Wolf presented information following a review of the WTF by MRWA last week. The facility is need of some extensive updates that have not been kept up with. At this time, PW Wolf requested an update to the software and a few of the meters needed to start that process.

**A MOTION** was made by Councilor L. Rodd and seconded by Councilor L. Theisen to purchase the software upgrades and meters that are needed. The motion carried unanimously.

**ROLL CALL**

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

**9.11 Carlton Daze Parade Participation**

Mayor Bureau requested that the city participate in the Carlton Daze Parade and wanted staff to start thinking about how to best participate. No action was taken on this item.

**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 February:**

- Attended numerous Township board meetings – new ambulance formula
- Work on Development of Comprehensive Plan
- Work with Carlton County on Contract for LE Services

- Research dumpster options for City of Carlton
- Work with new organization of ordinances
- Meeting with Carlton County regarding expansion plans
- Update Emergency Management Plan
- 2010 and 2011 Payroll Corrections
- Attended Fund Accounting class on February 7th
- Prepared workpapers for audit (March 10<sup>th</sup> – 14<sup>th</sup>)
- Continue to work on consolidation with City of Thomson

**Plans for March include:**

- Cemetery Booklet/ Update for Funeral Homes and Marker Companies
- Complete payroll reporting for IRS/State of Minnesota
- Follow up for Dog Licenses
- Finalize Ambulance Formula for 2015

Dates out of office:

March 19 <sup>th</sup> – 20 <sup>th</sup>	MCFOA Conference
March 24 <sup>th</sup> – April 4 <sup>th</sup>	Vacation
April 9 <sup>th</sup>	Safety & Loss Control Workshop
April 28 <sup>th</sup> – May 2 <sup>nd</sup>	Clerk School – Year 2

**10.02 City Engineer Report**

**WLSSD 2013 I & I Report and 2014 Plan**

MSA and City staff presented the 2013/2014WLSSD report to Council at the February 11 meeting. Upon Council approval, MSA submitted the report to WLSSD. As a reminder, the report combined Carlton and Thomson into one report. MSA will assist staff as needed throughout the year to complete 2014 activities. One of the primary activities for MSA in 2014 will be to assist City staff in preparing a plan and budget for additional sewer lining and rehabilitation for 2015 construction.

**Carlton/Thomson Merger**

MSA and City staff continue to discuss 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 presented a recommended work plan for merger planning activities at the February 11 meeting.

**GIS Mapping Updates**

MSA has begun updates to the GIS application.

**School Avenue**

MSA will continue to work with staff to scope this project and present recommendations to Council in the future.

**Capital Improvement Plan**

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 February**

- Well Head Protection
- Work on Summer equipment

- MOVE SNOW!!!
- FROZEN WATER SERVICES
- Water break Ashland Ave. (*replace section of pipe with water service, old cast-iron pipe*)
- Water break North Ave. (*crack in pipe, removed old valve*)
- Water break 24<sup>th</sup> street Scanlon, MN
- Water temperature testing-(*Continuing to monitor and running water*)
- Water plant meeting with MNRWA

#### Activities for March/April

- STRAIGHTEN OUT WATER PLANT
- Continued Snow removal
- Continued Maintenance on snow moving equipment
- Continue to service summer equipment
- Well Head Protection
- Train on new line locator
- Build cart/trailer for Cemetery
- Use comp time.

#### **10.04 Fire Chief Report**

BINGO was again a success for us, we had about 220 community members in attendance and monetarily did slightly better than 2013. It was nice to see so many great prize boxes put together with the help of our local businesses. We continue the trend in 2014 of being busier with call volume than in past years, ending February with about 100 calls YTD. Tracey, Derek, and I continue to visit City and Township meetings to which we provide ambulance service too, the newly developed cost formula seems to be well received. We will continue these visits throughout the month of March. We are sending two members the first weekend in March to the State Fire School in Mankato, MN. We want to thank you for your continued support of our training funding as these tend to be very valuable learning opportunities. We have written a couple of grants this month to help secure funding for a new thermal imaging camera. Grant funding would be ideal as we did not specifically budget for this purchase in 2014. We also have the yearly DNR grant and MN OSHA grant coming up that we will be writing to secure funding for other equipment needs. I will be attending a state run ambulance managers training in May held in St. Cloud MN. I wrote a grant for the cost of one night lodging and the cost of the seminar. As always we greatly appreciate your ongoing support of our service.

**10.05 Council Member Report** - W. Vork indicated that the snowplowing has been great in Carlton and Thomson and directed council to the recent media reports regarding logging trucks and legislation.

**10.06 Mayor Report** – Mayor Bureau will be conducting further research on the number of logging trucks and traffic through Carlton so that she can accurately convey the situation to legislatures.

#### **10.07 Library Director Report**

What I have accomplished:

- o 249 patrons visited in February (open 77 hours)
- o Movie Night (*Cloudy with a Chance of Meatballs 2*) – 7 adults, 12 children
- o FDL Head Start visited for President's Day
- o Legacy Juggler at South Terrace
- o Ordered new computer - waiting on ALS for set up completion

What I am working on:

- o Girl Scout groups - Scribe Badge -March
- o 1,000 books by Kindergarten with School Readiness & ECFE

Chores:

- o Computer maintenance (Weekly)
- o Cleaning - dust, sweep, mop, vacuum, garbage, windows
- o Pull list
- o Magazine cataloguing

- Story Time
- Overdues
- *Board Meeting Reports* (Monthly)
- *Petty Cash*
- *Tally sheets, summary*
- *Community News Article*
- *FOL Meetings*
- *Video rotation, large print rotation*

**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. Theisen and seconded by Councilor L. Rodd to adjourn the meeting, the time being 7:31 pm. The motion carried unanimously.

Respectfully Submitted:

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Tracey Hartung  
Clerk/ Treasurer