

Carlton City Council
MEETING MINUTES
Tuesday, April 8, 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: Larry St. Germain, Mayor, City of Thomson; Gavin Johnson, Jen Larva and Jessica Thayer, South Terrace Elementary, Kirk Johnson

2.00 Pledge of Allegiance

3.00 Presentations & Guests

Mayor Bureau presented Kirk Johnson with a recognition plaque on behalf of the City for his contribution to the community.

3.01 Jessica Thayer – Bulldog Blitz

A request by Jessica Thayer, South Terrace Elementary for sponsorship of Wellness Committee for a 5K to be held on May 31, 2014.

A MOTION was made by Councilor Vork and seconded by Councilor Davis to provide a donation for the 5K supporting Wellness Committee/ Backpack Program in the amount of \$300.00 from Charitable Gambling. The motion passed unanimously.

4.00 Approve Agenda – Council members may add items to the agenda for discussion purposes or staff direction.

A MOTION was made by Councilor Thiesen and seconded by Councilor Vork approving the agenda with the additions of **7.02 Isaac Wolter** and **7.03 Jerry Maurer** and **10.07 Library Director Report**. 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 March 4, 2014

5.02 Approval of Bills: Exhibit A dated April 8, 2014 in the amount of \$151,264.18

5.03 Approval of Check Numbers – 26495 to 26602

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

6.00 Public Hearings

6.01 Brent's Heating and Cooling Building Code Variance

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to suspend the regular meeting until after the Planning Commission meeting, the time being 6:00pm. The motion passed unanimously.

7.00 Petitions, Communications & Correspondence

7.01 Thank you from Bill Schlenvogt

7.02 Isaac Wolter – email

A MOTION was made by Councilor Theisen and seconded Councilor Davis to deny the request from Isaac Wolter request for adjustment of his March water bill. The motion carried unanimously.

ROLL CALL

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

7.03 Jerry Maurer - letter

Mayor Bureau called the reconvened the regular meeting, the time being 6:11pm.

7.03 Jerry Maurer

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to deny the request from Jerry Maurer to reduce his water sewer utility bill. The motion passed unanimously.

ROLL CALL

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

8.00 Ordinances; Resolutions and Policies

8.01 Resolution #2014-08 Donation Acceptance – Library

A MOTION was made by Councilor Theisen and seconded by Councilor Rodd approving Resolution # 2014-08 Donation Acceptance in the amount of \$310.00 from Love Your Library donors and shelving. The motion carried unanimously.

9.00 General Business

UNFINISHED BUSINESS

9.01 Sheriff Contract Resolution

No further action was taken on this item and it will remain tabled until May.

9.02 Comprehensive Plan Proposals

A MOTION was made by Councilor Theisen and seconded by Councilor Rodd to approve hiring of Applied Insights to prepare a Comprehensive Plan in the proposed amount of \$14,335.00 with an 80/20 shared cost with the City of Thomson. The motion carried unanimously.

ROLL CALL

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

9.03 Twin Lakes Update

Mayor Bureau updated the City Council on the elected board members for the JPB and future information will be shared as it is available.

9.04 SHIP to Change Parking Areas – Petition to State

No further action was needed on this item.

9.05 Water Treatment Plant Update

No further action was needed on this item.

NEW BUSINESS

9.06 Brent's Heating and Cooling Variance

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to approve the variance request for Brent Belich. The motion carried unanimously.

ROLL CALL

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

9.07 Frozen Water Line – Thawing Invoice

Mr. Gavin Johnson requested payment of an invoice for ABCO Plumbing from 3-17-14 in the amount of \$562.50 due to the determination that the frozen water line was on the city-owned portion of the water line.

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to reimburse Gavin Johnson/ABCO for \$562.50. The motion carried unanimously.

ROLL CALL

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

9.08 Pay Increase for George Verkovich

A MOTION was made by Councilor Rodd and seconded by Councilor Davis to approve a pay increase for George Verkovich effective 3-16-2014 in the amount of \$.50 making his rate of pay \$17.50 following completion of his sewer license. The motion carried unanimously.

ROLL CALL

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

9.09 Suspend Disconnect Notices for Late Payments

A MOTION was made by Councilor Theisen and seconded by Councilor Vork to approve the suspension of our disconnect policy until May billing cycle due to potential water lines freezing. The motion carried unanimously.

9.10 Monthly Timesheet Approval – Tracey, Derek, Dane, Recycle Center, Jodie

A MOTION was made by Councilor Rodd and seconded by Councilor Davis to approve the mayor to sign monthly timesheets for all department heads. The motion carried unanimously.

ROLL CALL

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

9.11 Close Fund 800 – Council Approval

A MOTION was made by Councilor Theisen and seconded by Councilor Rodd to close Fund 800. The motion carried unanimously.

9.12 Carlton Daze Update

Councilor Rodd asked for volunteers for a few of the events coming up this summer at the Four Seasons. Carlton Daze tentative schedule is being developed. A grant from Enbridge is expected and we will be used to enhance the city festival.

9.13 LG 220 Gambling Permit – Wrenshall SnowSharks

A MOTION was made by Councilor Theisen and seconded by Councilor Davis to approve **LG 220 Gambling Permit – Wrenshall SnowSharks** . The motion carried unanimously.

9.14 Snow Removal Invoice for D & B Trucking

PW Superintendent Wolf requested direction regarding an invoice from D&B Trucking and snow management. Clerk Hartung and PW Super Wolf will send a letter to business owners now and again in the fall once our ordinances are updated reminding them of their responsibilities.

9.15 School Survey & Meeting

Mayor Bureau presented information regarding the Comprehensive Plan for the Carlton School district and encouraged all to complete a survey prior to Friday, April 11th

9.16 RCB vs American Accounts

Discussion regarding the current collection agency for the Carlton Ambulance and it was determined to keep our collections with RCB.

9.17 MN Power Agreement with Ambulance Service

Fire Chief Johnson requested direction for ambulance billing for non-emergent calls to the MN Power worksite.

A MOTION was made by Councilor Rodd and seconded by Councilor Davis to approve billing Minnesota Power employees and contractors anon-emergent no load charge of \$275.00 plus mileage. The motion carried unanimously.

ROLL CALL

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

9.18 Cemetery Wages - \$50 After Hours - \$100 Weekends

A MOTION was made by Councilor Theisen and seconded by Councilor Vork to reimburse employees \$100 for full burial and \$50 for cremation performed after regular business hours. The motion carried unanimously.

ROLL CALL

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

9.19 Planters

Councilor Davis requested that further beautification of County Road 1. No further action was needed on this item.

9.20 Community Garden

A request was made from a resident to continue with operation of the Community Garden.

A MOTION was made by Councilor Theisen and seconded by Councilor Davis to relinquish our rights to the Community Garden to Carlton School District however they will be responsible for water usage. The motion passed unanimously.

ROLL CALL

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

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 March:

- Work with Carlton County on Contract for LE Services
- Update Emergency Management Plan
- Audit on March 10th – 14th /Filed for extension with State Auditor
- Developed Interest Allocation spreadsheet
- Attended JPB Meeting
- Continue to work on ordinances with City of Thomson

Plans for April include:

- Cemetery Booklet/ Update for Funeral Homes and Marker Companies
- File all quarterly reports for Sales & Use/ PR
- Process Belich Variance application

Dates out of office:

April 9 th	Safety & Loss Control Workshop
April 28 th – May 2 nd	Clerk School – Year 2

Respectfully,

Tracey Hartung

City Clerk/ Treasurer

10.02 City Engineer Report

WLSSD 2013 Infiltration/Inflow Report and 2014 Plan

The 2013/2014 WLSSD report has been submitted to WLSSD and City staff is beginning to implement the 2014 planned activities for Carlton and Thomson. 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. As a side note, WLSSD has indicated that they will be implementing some new requirements for 2015 plans.

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).

GIS Mapping Updates

MSA and City staff continue to expand and update the GIS application.

School Avenue

MSA continues to work with staff to scope this project and review funding alternatives, and will present recommendations to Council in the future.

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 March

- Work on Summer equipment
- Water plant
- Move snow and move more snow.
- Frozen water services
- Frozen storm sewer
- Frozen sewer main
- Water break South Terrace Elementary
- Repair on 94 dump truck

Activities for April/May

- WATER PLANT
- Water system monitor, stop usage on residential lines
- Continued Snow removal
- Continued Maintenance on snow moving equipment
- Well Head Protection
- Build trailer for Cemetery
- Playground prep
- Munger trail connection
- Safety training with county

Respectfully,

Derek Wolf

Public Works Superintendent

10.04 Fire Chief Report

Mayor and City Council,

March brought more snow and ice as you all know making for difficult driving and accessing residents homes in times of emergencies. We continue to be ahead of pace for call volume for the year. Our officers attended a dinner at Black Bear Casino hosted by the pipeline companies as a way to spread awareness and safety when responding to pipeline incidents. We also had two members attend the state fire school in Mankato, MN in March. We did get word that our air packs will be ready for delivery sometime soon. Also our 12 lead ECG monitor has arrived and we look forward to getting that in service soon. Hopefully April brings with it some nice weather and we can start to see spring sometime soon! Have a good month and as

always thank you for your ongoing support.

Dane Johnson

Fire Chief

Carlton Fire & Ambulance

10.05 Council Member Report

Councilor Davis updated on CEEDAC board, Councilor Vork requested PW to assist Thomson on signs and thanked council and public on support following death of his father. Councilor Rodd passed out a tentative schedule for Carlton Daze, Carlton Clean-up and SHIP group. Mayor Bureau updated on current pending litigation, Frandsen Bank and truck traffic monitoring.

10.06 Mayor Report

10.07 Library Director Report

What I have accomplished:

- 368 patrons visited in March (open 86 hours)
- Movie Night (Big Top Scooby Doo) - 6 adults, 8 children
- Scribe Badge - 2 nights
- April contest information to schools
- Shelves from UMD
- Attended Twin Lakes Township meeting

What I am working on:

- Summer Reading Program
- 1,000 books by Kindergarten with School Readiness & ECCE

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*
- *FOL Meetings*
- *Video rotation, large print rotation*

Jodie Johnson

Library Director

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

*****Board of Appeals Meeting on April 24th, 2014 at 10:00am – Council Chambers**

14.00 Adjournment

A MOTION was made by Councilor Thesien and seconded by Councilor Davis to adjourn the meeting, the time being 7:31pm. The passed unanimously.

Respectfully submitted,

Tracey Hartung

Clerk/Treasurer