

Carlton City Council
MEETING MINUTES
Tuesday, May 13, 2014

1.00 Call to Order & Pledge of Allegiance 5:00pm

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

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

Council Absent:

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

Others: Bill Helwig, City Attorney; Ruth Jorgenson, City of Thomson, Clerk/Treasurer

2.00 Roll Call – Agenda Additions/ Deletions

3.00 Presentations & Guests

3.01 Jen Piekarski Presentation of 2013 Audit

Jennifer Piekarski, Audit Supervisor, Kern, DeWenter and Viere presented all 2013 findings from the audit on March 10-12, 2014 reviewing the documents to include the audited financial statement, the enterprise audited financial statements and the communications letter.

Councilor Davis joined the meeting.

A MOTION was made by Councilor Theisen and seconded by Councilor Vork to approve the audit as presented. The motion passed unanimously.

ROLL CALL

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

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

A MOTION was made by Councilor Rodd and seconded by Councilor Theisen to approve the agenda with the addition of **9.14 Water Meters** and **9.15 Carol Conway – Deputy City Clerk**

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 April 8, 2014, Planning Commission Meeting on April 8, 2014; Board of Equalization Meeting on April 24, 2014

5.02 Approval of Bills: Exhibit A dated May 13, 2014 in the amount of \$166,848.75

5.03 Approval of Check Numbers – 26603 to 26713

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

6.00 Public Hearings

6.01

7.00 Petitions, Communications & Correspondence

7.01 Request for Donation to Bike Rodeo

A MOTION was made by Councilor Theisen and seconded by Councilor Davis to approve the donation of \$200.00 to Carlton Area Active Transportation for the Bike Rodeo from the Charitable Gambling Fund. The motion carried unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution # 2014-09 Zoning Variance PID# 15-010-0780 (Belich)

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to approve Resolution # 2014-09 for a Zoning Variance PID# 15-010-0780. The motion carried unanimously.

ROLL CALL

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

8.02 Resolution # 2014-10 Donation Acceptance – Library

A MOTION was made by Councilor Theisen and seconded by Councilor Davis to approve Resolution 2014-10 Donation Acceptance for the Library. The motion carried unanimously.

8.03 Resolution # 2014-11 Publishing Public Notices

A MOTION was made by Councilor Vork and seconded by Councilor Theisen to approve Resolution # 2014-11 Publishing Public Notices. 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 Sheriff Contract Resolution

Council directed Clerk Hartung to send to the LEC Contract to LMC for further review.

9.06 Addendum to DNR Agreement

Mr. Helwig provided an update to the council on the recent meeting on the DNR and requested further direction to draft an Addendum to the agreement. The current agreement that was signed in 1995 provides that the city can be allowed to make improvements and maintain a park on the property. An addendum will be prepared by Mr. Helwig by the end of the week proposing the land exchange on behalf of the city.

A MOTION was made by Councilor Thiesen and seconded by Councilor Davis to authorize Mr. Bill Helwig to make a request for land exchange with the DNR and request a 30 day deadline. The motion carried unanimously.

ROLL CALL

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

9.07 LG214 Premise Permit Application – Irving Comm. Assn.

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to accept LG214 Premise Permit Application for Irving Community Center. The motion carried unanimously.

ROLL CALL

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

9.08 Request for Waiver of Ambulance No-Load

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to deny the request for waiver of ambulance no-load charges. The motion carried unanimously.

ROLL CALL

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

9.09 Tracey Hartung Pay Increase

A MOTION was made by Councilor Thiesen and seconded by Councilor Vork to approve the pay increase of \$.50 per hour for Tracey Hartung, Clerk/Treasurer following completion of year 2 of MCFOA Clerk's Institute effective May 1, 2014. The motion carried unanimously.

9.10 Marlyn Ninneman Probation Period

A MOTION was made by Councilor Thiesen and seconded by Councilor Rodd to approve the end of Marlyn Ninneman probation period ending effective May 4, 2014. The motion carried unanimously.

9.11 Work Session Meetings

A MOTION was made by Councilor Theisen and seconded by Councilor Davis to table this request. The motion carried unanimously.

9.12 August 12, 2014 Primary Election – Council Meeting Date

A MOTION was made by Councilor Rodd and seconded by Councilor Thiesen to reschedule the regular council meeting to August 5, 2014. The motion carried unanimously.

9.13 1st Quarter Ambulance Write-off \$110,014.79

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to approve the 1st Quarter Ambulance write-offs as presented. The motion carried unanimously.

9.14 Water Meters for City of Thomson

PW Superintendent Wolf presented a quote from Badger Meters for residential water meters for the City of Thomson for approximately \$13,000.00 with additional expense for horizontal meter adapters. City of Thomson has committed to \$9,000.00 to the cost of water meters.

A MOTION was made by Councilor Vork and seconded by Councilor Davis to approve the purchase of water meters for the City of Thomson with the funds coming from the combined water meter fund and the remained coming from capital improvement water fund. The motion passed unanimously.

9.15 Carol Conway – Deputy City Clerk

A MOTION was made by Councilor Davis and seconded by Councilor Thiesen to deputize Carol Conway. The motion carried 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 April:

- Continue to work on ordinances with City of Thomson
- Cemetery Booklet/ Update for Funeral Homes and Marker Companies
- File all quarterly reports for Sales & Use/ PR
- Process Belich Variance application
- Attended Trainings – Clerk’s Institute, Safety & Loss Control & Conference
- Board of Equalization Meeting
- Completed all portions of CC Hazard Mitigation Plan
- Meetings with JPB, DNR & Farmer’s Market

Plans for May include:

- Begin all work for Election Training
- Finalize all Audit reports and mail/email out
- Finalize contract for Carlton County LEC
- Plan an organize initial steering committee meeting
- Begin scheduling spring burials

Dates to be aware of:

May 21, 2014	8am to Noon	Office Closed for Election Training
May 26, 2014	ALL DAY	Office Closed for Memorial Day
June 7, 2014	7am-10am	MS 150
June 10, 2014	4pm-6pm	Farmer’s Market in CARLTON!
June 13-20 th , 2014		Tracey on Vacation?

10.02 City Engineer Report

CARLTON/THOMSON COMPREHENSIVE PLAN

MSA and City staff continue to discuss utility and development coordination between the merged communities, and continues to be involved in the merger Comprehensive Plan as needed (utility, planning, mapping, zoning, development, ordinances, Capital Improvement Plan). Recent activities include meeting with Applied Insights and City staff to review and prepare maps for discussion and to begin work on updating the 10-year Capital Improvement Plan. Specific items in the more near-term horizon for CIP implementation include: 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 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 at the June meeting.

TWIN LAKES WATER LINE

MSA has been assisting Carlton County with presentation materials for grant funding applications.

WLSSD 2013 INFILTRATION/INFLOW REPORT AND 2014 PLAN

The 2013/2014WLSSD 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.

10.03 Public Works Report

Activities from April

- Work on Summer/Winter equipment
- Move snow.
- Frozen water services
- Well Head Protection
- Build trailer for Cemetery
- Playground
- Safety training with county
- Purchase STEAMER from City of Cloquet
- FOG/Sump pump Inspections
- County Hazardous Mitigation
- Water plant-Clean
- Power outage-(*found weaknesses in our systems*)

Activities for May

Water Plant Update

- Basically a heated building for years with little results
- Continuing monitoring for improved water quality
- Updating CO2 systems
- Rerouting lime feeds and testing lines
- Get plant functioning as it was once designed to do.
- Updating water meters. (*Quotes coming*) Influent-*new*, Effluent-*recalibrate*, Backwash-*new*
- Not sure on all update and cost yet still in the process.

- Sweeping Gravel/Sidewalks/Streets
- Water Treatment plant
- Pothole Patching
- Cemetery Prep
- Mow???
- Water meters Thomson
- Culverts
- Sign in DNR park
- Work on Well sealing grant
- Tear down outhouse
- Service 420E

- Bike Trail
- Ditch along Birch Ave and Railroad? *(Need to discuss, hired out or rent equipment)*
- Ditch behind 4 seasons and 1st street/ Cedar Ave *(Need to discuss hired out or rent equipment)*
- Ditch along Wilhelmina Drive *(should be the last of our water drainage problems)*
- Cemetery
- School Ave *(June Meeting Discussion)*
- Water tower wired for emergency backup power *(Approx. \$2000)*
- *Know a good Sandblaster?*

Potential Summer Projects

- Playground

10.04 Fire Chief Report

10.05 Council Member Report

10.06 Mayor Report – Update on Brady Anderson House

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 Rodd and seconded by Councilor Vork to adjourn the meeting, the time being 7:26pm. The motion passed unanimously.

Respectfully submitted,

Tracey Hartung

Clerk/Treasurer