

Carlton City Council
MEETING MINUTES
Tuesday, June 10, 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,

Council Absent: S. Davis

Staff Present: Clerk/ Treasurer T. Hartung; Public Works Superintendent D. Wolf; Fire Chief Dane Johnson; Jodie Johnson, Library Director

Others: Mark Wallis and Christian Lavien, MSA;

2.00 Roll Call – Agenda Additions/ Deletions

3.00 Presentations & Guests

3.01 Minnesota Power Hydro Dam

Chris Rousseau

Mr. Rousseau was not in attendance for a presentation.

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

A MOTION was made by Councilor Theisen and seconded by Councilor Vork to approve the agenda as presented. The motion passed 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 May 13, 2014

5.02 Approval of Bills: Exhibit A dated June 10, 2014 in the amount of \$55,850.92

5.03 Approval of Check Numbers – 26714 - 26823

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 Rodd and seconded by Councilor Vork to approve the consent agenda. The motion passed unanimously.

6.00 Public Hearings

6.01

7.00 Petitions, Communications & Correspondence

7.01 Thank you from family of Gerald Vork

- 7.02 Thank you from Carlton Community Ed
- 7.03 Thank you from Carlton Active Transportation Group

8.00 Ordinances; Resolutions and Policies

8.01 Resolution # 2014-12 Premise Permit for Irving Community Center

A MOTION was made by Councilor Theisen and seconded by Councilor Rodd to approve Resolution # 2014-12 Premise Permit for Irving Community Center. The motion carried unanimously.

ROLL CALL

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

8.02 Resolution # 2014-14 Appointment of Election Judges

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to approve Resolution # 2014-14 Appointment of Election Judges. The motion carried unanimously.

ROLL CALL

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

8.03 Resolution # 2014-15 Donation Acceptance - Library

A MOTION was made by Councilor Vork and seconded by Councilor Theisen to approve Resolution 2014-15 Donation Acceptance for the Library. The motion carried unanimously.

ROLL CALL

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

9.00 General Business

UNFINISHED BUSINESS

**9.01 Sheriff Contract
Resolution # 2014-07 2014-2015 Contract for Law Enforcement Services**

A MOTION was made by Councilor Theisen and seconded by Councilor Rodd to approve Resolution 2014-07 2014-2015 Contract for Law Enforcement Services. The motion carried unanimously.

ROLL CALL

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

9.02 Work Session Meetings Update

Mayor Bureau and Clerk Hartung updated the council on the work session that was held on June 10th at 8:30am. The next work session was set for July 1, 2014 at 2:00pm. No further action was required on this item.

9.02.5 Dale Prior Ambulance

A MOTION was made by Councilor Vork and seconded by Councilor Theisen to waive the unpaid portion of Dale Powers ambulance bill from January 2014. The motion passed unanimously.

ROLL CALL

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

NEW BUSINESS

9.03 School Avenue Feasibility Study

Resolution # 2014-13 Ordering Preparation of Report on Improvement 2015-01

A MOTION was made by Councilor Theisen and seconded by Councilor Rodd to approve Resolution 2014-13 Ordering Preparation of Report on Improvement 2015-01 for \$10,500.00. The motion carried unanimously.

ROLL CALL

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

9.04 Carlton Daze Parade

Mayor Bureau requested that staff and council continue to work towards development of a plan for participation in the Carlton Daze Parade. No further action was needed on this item.

9.05 Comp Time (Derek Wolf)

Public Works Superintendent Wolf discussed the difficulty of taking time off to utilize comp time. Council directed PW Wolf to continue to attempt to reduce comp time.

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to table Comp Time review until September 2014 council meeting. The motion carried unanimously.

9.06 Utilization of Civic Center Upstairs (Library?)

Direction was given to Library Director to proceed with gathering further information for feasibility of relocation to the upstairs providing a benefit to both the library patrons and administration offices.

9.07 Sewer Charges for 221 Gillespie Drive

A MOTION was made by Councilor Theisen and seconded by Councilor Rodd to make a one-time adjust sewer bill for account #2501 by \$105.56 from May 2014 due to a non-functioning sump pump. The motion carried unanimously.

9.08 Sign Retroreflectivity Evaluation Policy

A MOTION was made by Councilor Thesien and seconded by Councilor Rodd to approve the Sign Retroreflectivity Evaluation Policy as presented. The motion carried unanimously.

9.09 FEMA Funds – DR-2069 Closed

Clerk Hartung informed the council that our DR-4069 FEMA claim is now closed and we have received our final payment from FEMA and MN Dept of Homeland Security for \$94,764.33. No further action is needed on this item.

Councilor Davis joined the meeting .

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 May:

- Begin all work for Election Training
- Finalize all Audit reports and mail/email out
- Finalize contract for Carlton County LEC - resolution
- Plan and organize initial steering committee meeting
- Locate graves and schedule spring burials
- DNR/Playground Work
- Review documents for School Avenue – resolution
- Develop and implement background check procedure
- Update all comp time spreadsheets
- Carlton County Housing Survey
- Civic Center Painting quotes

Plans for June include:

- Facilitate work session meeting w/ Ruth
- USDA Inspection
- Review and correct 2013/2014 Budgets
- Review and renew all insurance policies
- Update and organize ordinance book

Dates to be aware of: June 13-20th, 2014 Tracey on Vacation

Clerk Hartung discussed the agreement with the DNR and council directed Clerk to obtain a survey of the property.

10.02 City Engineer Report

School Avenue MSA and City staff have reviewed this project and funding alternatives, and will present recommendations to Council at the June meeting.

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, building reuse/CIP, mapping, zoning, development, ordinances, Capital Improvement Plan).

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

Twin lakes Water Line MSA has been assisting Carlton County with presentation materials for grant funding applications.

WLSSD 2013 I&I 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.

10.03 Public Works Report

Activities from May

- Work on Summer/Winter equipment
- Well Head Protection
- Playground
- FOG/Sump pump Inspections
- Carlton Clean up May 20st with students
- Cemetery Prep/ Remove trees
- Mow
- Work on Well sealing grant
- Service 420E
- Carlton Clean up May 28th
- Flowers, Flags, Banners
- Steamer repair/maintenance

Activities for June

- Water Treatment plant
 - Water meters Thomson
 - Culverts
 - Sign in DNR park
 - Bike Trail/Playground
 - Mow
 - Finish Well Sealing Grant
 - Tear down outhouse
- Get bids on projects
 - Get Water tower wired for backup
 - Sand Blasting Quotes
 - AMP Meters Thomson lift station

Water Plant Update

- Continuing monitoring for improved water quality
- Get plant functioning as it was once designed to do.
- Updating water meters. (Quotes coming) Influent-*new*, Effluent-*recalibrate*, Backwash-*new*
- Possibly stop introducing lime? Maybe a turn in a different direction?

10.04 Library Director Report

What I have accomplished:

- o 288 patrons visited in May (open 67 hours)
- o Movie Night (canceled) - adults, children
- o Prizes for April contests delivered
- o Newsletter - printed
- o Photography showing & artist talk - 20 attended

What I am working on:

- o 1,000 books by Kindergarten with School Readiness & ECFE
- o Silent auction

Chores:

- o Computer maintenance (Weekly)
- o Cleaning - dust, sweep, mop, vacuum, garbage, windows
- o 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

10.05 Council Member Report

10.06 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

*******Fire Board Meeting July 2, 2014 6:30pm at Fire Hall**

14.00 Adjournment

A MOTION was made by Councilor Davis and seconded by Councilor Theisen to adjourn the meeting, the time being 6:56pm. The motion passed unanimously.

Respectfully submitted,

Tracey Hartung

Clerk/Treasurer