

Carlton City Council
MEETING MINUTES
Tuesday, July 8, 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, S. Davis, W. Vork, L. Rodd

Council Absent: L. Theisen

Staff Present: Clerk/ Treasurer T. Hartung; Public Works Superintendent D. Wolf; Fire Chief Dane Johnson; Carol Conway, Deputy Clerk; Bill Helwig, City Attorney; Ruth Jorgenson, Ann Gustafson and Bertie O' Brien, City of Thomson

Others: Pam Sarvela, Dave Valine, MN Energy Resources; Milka Kleiner, resident

2.00 Roll Call – Agenda Additions/ Deletions

3.00 Presentations & Guests

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 W. 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 June 10, 2014, Work Sessions on June 10, 2014 and July 1, 2014

5.02 Approval of Bills: Exhibit A dated July 8, 2014 in the amount of \$75,142.11

5.03 Approval of Check Numbers – 26824 - 26931

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

6.00 Public Hearings

6.01

7.00 Petitions, Communications & Correspondence

7.01 Community Education Request for Donation

A MOTION was made by Councilor S. Davis and seconded by Councilor L. Rodd to donate to Carlton Community Education the amount of \$300 for the Annual Summer Learning Camp. The motion passed unanimously.

7.02 Thank you from Johnson Family

8.00 Ordinances; Resolutions and Policies

8.01 Resolution # 2014-16 Delivery of an Assignment and Assumption of Ground Lease

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve Resolution # 2014-16 **Delivery of an Assignment and Assumption of Ground Lease**. The motion carried unanimously.

ROLL CALL

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

9.00 General Business

PROJECT UPDATES

9.01 Work Sessions

Clerk Hartung updated the council on the work sessions and future sessions including performance evaluations and budgets. Ann Gustafson addressed the council regarding the library relocation. The time and date of the future work sessions will be addressed and possibly schedule them in the evenings.

9.02 DNR Agreement/ Trail Extension

There has been no further information from the DNR regarding the agreement. Bill Helwig advised the president of the CADC to move forward on construction of the playground.

9.03 Joint Powers Board

No new information was available on this issue.

NEW BUSINESS

5:10p 9.04 Minnesota Energy Resources Franchise Agreement

Due to previous council approval of the Franchise agreement with MN Energy Resources on December 13, 2011, City Attorney Bill Helwig advised council to acknowledge the agreement as presented.

Mr. Dave Valine, Regional Manager of MN Energy Resources, addressed concerns regarding the current project of replacement of the gas main from North Avenue west to Grand Avenue. PW Wolf requested all communication regarding maintenance and repairs be brought to the City's attention in a timely manner. A meeting with Dave Valine, public works and any others will be scheduled before further plans are made.

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis to acknowledge and sign the previously approved Ordinance #182 MN Energy Resources Franchise Agreement. The motion carried unanimously.

ROLL CALL

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

9.05 Verizon Entry and Testing Agreement

A MOTION was made by Councilor W. Vork and seconded by Councilor S. Davis to allow Clerk Hartung to negotiate the agreement and access fee and execute an agreement. The motion passed unanimously.

9.05 Tort Liability Waiver

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis to NOT WAIVE the monetary limits on municipal tort liability. The motion passed unanimously.

9.06 Request for Waiver of Ambulance Bill

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis to allow discretionary decisions to be made by staff regarding ambulance billing. The motion passed unanimously.

9.07 Cemetery Quotes

PW Wolf presented quotes for repairs for the cemetery markers from 2 contractors and asked for council direction.

A MOTION was made by Councilor W. Vork and seconded by Councilor S. Davis to allow PW Wolf to use his discretion to hire the repair of the concrete markers in the cemetery. The motion passed unanimously.

9.08 Blacktop Quotes

A MOTION was made by Councilor S. Davis and seconded by Councilor L. Rodd to approve three paving repair projects quotes from 3D Construction in the amount of \$6,592.00. The motion passed unanimously.

ROLL CALL

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

9.09 Concrete Quotes

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to authorize PW Wolf to contract with the lowest bid for the 22' of curb replacement and curb stop repairs as needed. The motion passed unanimously.

9.10 Thomson Bridge Water Line

PW Wolf updated the council on the water line under the Thomson Bridge. It was identified as a non-working expansion joint that was replaced post-flood. City Engineer M. Wallis is researching why the pipe expansion joint is not working and will advise when further information is available.

9.11 Fire Hydrant Purchase

A MOTION was made by Councilor S. Davis and seconded by Councilor L. Rodd to approve the purchase of a spare fire hydrant from the City of Scanlon in the amount of \$2,800. The motion passed unanimously.

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 June:

- Recruit Election Judges
- Review documents for School Avenue – resolution
- Update all comp time spreadsheets
- USDA Inspection
- Fire Board Budgets and meeting for 2015
- 2015 Budget calendar and prep work
- Letters to Liquor License holders re: Carlton Daze Patrol
- Review and renew all insurance policies
- Attend 2 work sessions
- Attend Capital Planning/ Budgeting Seminar
- Sell and Locate Cemetery graves

Plans for July include:

- Attend Election Judge Training
- Perform Employee evaluations
- Prep for Carlton Daze/Parade
- BUDGETS!!!!

Dates to be aware of:

July 14-17 th , 2014	Out of Office
August 6 th , 2014	Municipal Bond Seminar
August 12 th , 2014	Primary Elections

10.02 City Engineer Report

SCHOOL AVENUE

MSA has begun work on the project by performing our site visit, preliminary analysis, and preparation of materials for use at the first Public Meeting. Project issues for further discussion with staff and Council include pavement deterioration, drainage problems, event parking, bus loading areas, and right of way issues – on both School Ave. and on Almar Drive. These issues will be evaluated more thoroughly before being brought to the Council.

CARLTON/THOMSON COMPREHENSIVE PLAN

MSA continues to be involved in the merger Comprehensive Plan as needed (utility, planning, building reuse/CIP, mapping, zoning, development, ordinances, Capital Improvement Plan). Work performed in June was primarily for preparation of maps for use in the planning work group meetings.

CARLTON/THOMSON WATER LINE

At some point this spring, the water line hanging under the bridge shifted. There are no leaks and the pipeline does not appear to be in jeopardy, however MSA is working with the installing Contractor (Northland), MnDOT, and the manufacturer to set up a time when the pipe and the expansion joint can be checked. It is likely that a temporary one-lane closure will be required to facilitate this inspection.

TWIN LAKES WATER LINE

Nothing new to report at this time.

WLSSD 2013 I&I REPORT AND 2014 PLAN

The 2013/2014 WLSSD report has been submitted to WLSSD and City staff is implementing 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, so the City should plan to budget some additional money for I/I plans and activities for future years.

6:50 10.03 Public Works Report

Activities from June

- Work on Summer/Winter equipment
- Well Head Protection
- Playground
- FOG/Sump pump Inspections
- Steamer repair/maintenance
- Sign in DNR park
- AMP Meters Thomson lift station
- Water tower wired for backup
- Cemetery
- Tear down outhouse
- Mow
- Outhouse tore down

Activities for July

- Water Treatment plant
- Water meters Thomson
- Culverts
- Bike Trail/Playground
- Well 4 communication down
- Mow
- Thomson bridge (Hwy 210) repairs
- Get bids on projects
- Sand Blasting Equipment
- Flush Hydrant & work valves
- Lighting strike water tower
- Water break 4 seasons
- (Replace 4 feet of pipe)

Water Plant Update

- Continuing monitoring for improved water quality
- Get plant functioning as it was once designed to do.
- Updating water meters.
 - o Influent-*new into plant 2,650.00,*
 - o Effluent-recalibrate not sure yet,
 - o *Backwash-(new) filter cleaning – 1600.00*
- Stop introducing lime & CO2. Notice a difference?

10.04 Library Director Report

What I have accomplished:

- o 398 patrons visited in June (open 80 hours)
- o Movie Night (canceled) - adults, children
- o Trustee training in Cloquet with Rita
- o Summer Reading Program started

- Silent auction & Carlton Daze info mailed out & prepped for day

What I am working on:

- 1,000 books by Kindergarten with School Readiness & ECFE
- Book clubs
- Possible move - grants

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*

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

******Work Session/Budgeting/ Employee Review July 29th 8:30am Thomson City Hall**

14.00 Adjournment

A MOTION was made by Councilor S. Davis and seconded by Councilor L. Rodd to adjourn the meeting, the time being 7:01pm. The motion passed unanimously.

Respectfully submitted,

Tracey Hartung

Clerk/Treasurer