

Carlton City Council
MEETING MINUTES
Tuesday, August 5, 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, L. Rodd, L. Theisen

Council Absent: W. Vork

Staff Present: Clerk/ Treasurer T. Hartung; Public Works Superintendent D. Wolf; Fire Chief Dane Johnson; Bill Helwig, City Attorney; Ruth Jorgenson, City of Thomson

Others: Teri Osterman, MRWA

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. Theisen and seconded by Councilor L. Rodd to approve the agenda with the following additions: **9.08 Liquor at the Fire Hall, 9.09 ALS1 & ALS2 Ambulance Rates, 9.10 Change in Council Meeting Time and Location.** 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 July 8, 2014, Work Session on July 29, 2014
- 5.02** Approval of Bills: Exhibit A dated August 5, 2014 in the amount of \$161,422.36
- 5.03** Approval of Check Numbers – 26932 - 27032
- 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 L. Rodd and seconded by Councilor L. Theisen to approve the consent agenda. The motion passed unanimously.

6.00 Public Hearings

6.01 Well Head Protection Plan, Part 2

Teri Osterman presented the Wellhead Protection Plan, Part 2 for review and read the comments that have been received. Karola Dalen, Carlton County Recycling Coordinator emailed requesting no herbicides in the Well#4 DWSMA and noted that there is a measure in the plan. She also offered assistance to provide educational materials outlined in the Plan. There was no public present for comments.

Having no further comments or questions, Mayor Bureau closed the public hearing.

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis to approve the **Well Head Protection Plan, Part 2**. The motion passed unanimously.

ROLL CALL

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

7.00 Petitions, Communications & Correspondence

7.01 David Drown & Associates

An engagement letter from David Drown and Associates was presented and reviewed for signature.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution # 2014-17 ACCEPTANCE OF DONATIONS TO THE CITY

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to approve Resolution # 2014-17 **Acceptance of Donations to the City**. The motion carried unanimously.

ROLL CALL

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

8.02 RESOLUTION # 2014-18 AUTHORIZING CONSTRUCTION ON BEHALF OF CITY

Mr. Bill Helwig reviewed the Resolution presented and advised the council of their options to proceed or continue to again wait for a formal response from the DNR. Mayor Bureau and council discussed the options presented and were in support of the Resolution.

A MOTION was made by Councilor L. Theisen and seconded by Councilor S. Davis to approve Resolution # 2014-18 **Authorizing Construction on Behalf of the City**. The motion carried unanimously.

ROLL CALL

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

8.03 RESOLUTION # 2014-19 ADOPTION OF COUNTY HAZARD MITIGATION PLAN

A MOTION was made by Councilor L. Theisen and seconded by Councilor S. Davis to approve Resolution # 2014-19 **Adoption of Carlton County Hazard Mitigation Plan**. The motion carried unanimously.

ROLL CALL

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

9.00 General Business

PROJECT UPDATES

9.01 Work Sessions

Clerk Hartung referenced the minutes from the work session on July 29th and asked if there was any further questions or comments. There were none.

9.02 DNR Agreement/ Trail Extension

Having not had a response from the DNR regarding our agreement or the requested land exchange, this item was tabled until further information is available.

9.03 Joint Powers Board

NEW BUSINESS

9.04 2ND Quarter Ambulance Write-offs

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to approve the 2nd Quarter Ambulance Write-offs as presented. The motion passed unanimously.

9.05 Carlton Daze Wrap Up

Issues regarding garbage, law enforcement patrol and activities were addressed and we will continue to follow up prior to next year's events. There was no further action required on this issue.

9.06 Water Plant Dehumidifier

PW Superintendent Wolf updated the council on the dehumidifier exhaust fan motor at the water plant.

A MOTION was made by Councilor S. Davis and seconded by Councilor L. Rodd to approve the purchase of a Bry-Air exhaust motor from Gartner Refrigeration for \$2,862.16. The motion passed unanimously.

9.07 Jet/ Clean Sewer Lines & Lift Stations

PW Superintendent Wolf requested permission to move forward on cleaning and jetting sewer lines and lift stations pending further quotes.

A MOTION was made by Councilor L. Theisen and seconded by Councilor S. Davis to approve PW Superintendent Wolf to proceed with necessary maintenance at his discretion. The motion passed unanimously.

9.08 Liquor at the Fire Hall for Steak Fry

A MOTION was made by Councilor L. Theisen and seconded by Councilor S. Davis to approve having Liquor at the Fire hall for Steak Fry on September 6th. The motion passed unanimously.

9.09 ALS₁ & ALS₂ Ambulance Rates

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to approve the ALS₁ rate to \$1200.00 and ALS₂ to a rate of \$1350.00. The motion passed unanimously.

9.10 Council Meeting Time and Location

A MOTION was made by Councilor L. Rodd and seconded by Councilor L. Theisen to approve the change of time to 6pm with a work session one hour prior and location to be at the Thomson City Hall for the remaining council meetings for the remainder of the year. 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 July:

- Attend Election Judge Training
- Perform Employee evaluations
- Prep for Carlton Daze/Parade
- BUDGETS!!!!
- Insurance Renewals
- CW Technologies Proposal
- Grave Locates and Cemetery work
- Comprehensive Plan/ Meet with John Powers for Bldg Assessment

Plans for August include:

- BUDGETS!!!!
- 2011 Payroll Corrections
- Ambulance/Township Billing
- Primary Elections on August 12th
- Municipal Bond Class – August 6th

Dates to be aware of:

August 6 th , 2014	Municipal Bond Seminar
August 12 th , 2014	Primary Elections
August 18 th – 22 nd	Carol on Vacation

10.02 City Engineer Report

10.03 Public Works Report

Activities from July

- Playground
- Mow
- FOG/Sump pump Inspections
- Steamer repair/maintenance
- AMP Meters Thomson lift station
- Power outage
- Burials
- Carlton Daze
- Televiser Sewer Lindberg Drive
- Raise utilities at the Flats
- Valve @ 4 seasons
- Cap service 121 Vermillion St.

Activities for August

- Water Treatment plant
- Water meters Thomson
- Culverts
- Bike Trail/Playground
- Thomson bridge (Hwy 210) repairs
- Snow equipment repairs
- Cemetery Repairs
- Sand Blasting Equipment
- Flush Hydrant & work valves
- Concrete Work
- Well Head Protection
- Clean lift station/sewer line

Water Plant Update

- Dehumidifier Broken again
- Well 4 working finally
- Water Tower antenna installed
- Continuing monitoring for improved water quality
- 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.
- Planning on Jar test, then decide what to fix

10.04 Fire Department Report

Another Carlton Daze has come and gone, hopefully you all enjoyed yourselves I know I did Saturday evening :) We had a decent turnout for our open house as well as our demonstration considering that the weather was not cooperating. In the last month we have begun the process of looking at some options on building a new utility truck next year as per the request of the Fire Board. We are on the list with lifeline to get our backup ambulance remounted in 2015, they are still unsure of a timeframe. We have a few grants pending at the moment including a DNR 50/50 matching grant as well as an AgStar grant opening August 1st. We continue to look for grant monies whenever possible to fulfil equipment needs through the department. Our officers are planning to begin meeting in the near future to do some planning of our own for future years and needs for the department. To my knowledge a plan for 3,5,10 years in the future has not been done. This is something we see as important as the needs of our department may be changing. We continue to be ahead of call volume for the year including several back to back calls and calls for mutual aid from the three other ambulance services in the county. With demand getting higher and higher we want to continue to support the troops on the front lines as well as provide our citizens with the very best service possible. As always we greatly appreciate your ongoing support and look forward to seeing you at Steak Fry in September!

Addition to Report: Fire Chief Johnson requested approval of a replacement of Captain Scott Bodin with Captain Steve Schmidt following Bodin's resignation.

A MOTION was made by Councilor S. Davis and seconded by Councilor L. Theisen to approve Steve Schmidt appointment as captain. The motion passed unanimously.

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

14.00 Adjournment

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to adjourn the meeting, the time being 5:57pm. The motion passed unanimously.

Respectfully submitted,

Tracey Hartung

Clerk/Treasurer