

Carlton City Council
MEETING MINUTES
Tuesday, September 9, 2014

1.00 Call to Order & Pledge of Allegiance 6:00pm

Mayor Bureau called the meeting to order, the time being 6:04pm

Council Present: Mayor K. Bureau, S. Davis, L. Rodd, L. Theisen, W. Vork, Mayor L. St. Germain, A. Gustafson

Council Absent: H. MacDonald, D. Coleman Lyng, S. O'Brien

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

Others: Carol Conway, Dep Clerk, Matt Decaigney and Buzz Weets, VDW, LLC

Due to the absence of a quorum of the Thomson Council, no action will be taken on the agenda items and all items will be addressed at the October regular meeting.

2.00 Roll Call – Agenda Additions/ Deletions

3.00 Presentations & Guests

4.00 (C&T) 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 L. Theisen to approve the agenda with the following additions: **9.14 VDW, Site Plan Amendment, 9.15 Pay Equity, 9.16 Ruby's Pantry Contribution.** The motion passed unanimously.

5.00 (C&T) 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.

5.01C Approval of the Minutes: Minutes of Regular Meeting on August 5, 2014, Special Meetings on August 21, 2014 and September 2, 2014

5.01T Approval of the Minutes: ~~Minutes of Regular Meeting on August 4, 2014~~

5.02C Approval of Bills: Exhibit A dated September 9, 2014 in the amount of \$195,772.54

5.02T Approval of Bills: ~~Exhibit A dated September 9, 2014 in the amount of \$XX,XXX,00~~

5.03C Approval of Check Numbers – 27039 - 27135

5.04C Review and Approval of Petty Cash

5.05C Charitable Gambling Report

5.06C Frandsen Bank and Trust Credit Card Statement

5.07C Status of City Funds - Carlton

5.07T ~~Status of City Funds – Thomson~~

A MOTION was made by Councilor W. Vork and seconded by Councilor S. Davis to approve the consent agenda. The motion passed unanimously

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

- 7.01C Carlton Community Education
- 7.02C Thank you from Kitty
- 7.03C Carlton Daze 5K
- ~~7.04T US Bank CD Due~~

8.00 Ordinances; Resolutions and Policies

8.01C RESOLUTION # 2014-20 ACCEPTANCE OF DONATIONS TO THE CITY

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to approve Resolution # 2014-20 **Acceptance of Donations to the City**. The motion carried unanimously.

ROLL CALL

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

8.02C&T RESOLUTION # 2014-21 PRELIMINARY BUDGET FOR 2015

A MOTION was made by Councilor S. Davis and seconded by Councilor L. Theisen approve Resolution # 2014-21 **Preliminary Budget for 2015**. The motion carried unanimously.

ROLL CALL

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

8.03C RESOLUTION # 2014-22 TIF 1-1 ADMINISTRATIVE AMENDMENT

A MOTION was made by Councilor W. Vork and seconded by Councilor S. Davis approve Resolution # 2014-22 **TIF 1-1 Administrative Resolution**. The motion carried unanimously.

ROLL CALL

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

8.04C RESOLUTION # 2014-23 HRA BOARD OF DIRECTORS APPOINTMENT

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd approve Resolution # 2014-23 **HRA Board of Directors Appointment of Kathy Bergman**. The motion carried unanimously.

ROLL CALL

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

8.05C&T ORDINANCE 200 ESTABLISHING THE SALARIES OF MAYOR AND COUNCIL

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd approve Ordinance # 200 **Establishing the Salaries of Mayor and Council**. The motion carried unanimously.

ROLL CALL

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

9.00 General Business

PROJECT UPDATES

- 9.01 Work Sessions
- 9.02 DNR Agreement/ Trail Extension
- 9.03 Joint Powers Board

UNFINISHED BUSINESS

- ~~9.04T 2013 Audit – Need Signatures~~
- ~~9.05T Letter to property owner on Vermilion Street~~

NEW BUSINESS

9.06C Addition of Fund 301 – Thomson Hall Debt

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd approve establishing a Fund 301 for the Thomson City Hall. The motion carried unanimously.

~~9.07T Concrete in Front of City Hall~~

9.08C Comp Time for Derek Wolf

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Theisen to approve a comp time payout for Derek Wolf for 80 hours at his regular rate with the understanding that he will continue to reduce his comp time balance. The motion carried unanimously.

ROLL CALL

S. Davis Yea
L. Theisen Yea

W. Vork Yea
L. Rodd Yea
K. Bureau Yea

9.09C Captains Pay for Ambulance

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis approve Captains pay for the three captains at \$75.00 per month for the remainder of 2014 and beyond. The motion carried unanimously.

9.10C SRTS Request for Support/ Road Striping

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to send a letter to Carlton County requesting review and changes to the intersection at the city trail crossing at Cty Rd 1 & Cty Rd 3. The motion carried unanimously.

ROLL CALL

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

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis to send a letter to ISD 93 requesting review and changes to the intersection at the city trail crossing at Cty Rd 1 & Cty Rd 3. The motion carried unanimously.

ROLL CALL

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

9.11C Speed/Parking on 2nd Street

Direction was given to Clerk Hartung to send a letter to business and property owners in the vicinity of 2nd Street & Chestnut Avenue inviting them to attend our meeting in October for further review and discussion.

9.12C Budget Change – Cemetery to PW Capital

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Theisen to approve a budget change correcting the clerical error made by budgeting \$20,000 to the cemetery (620) fund and changing to the PW Capital fund (400). The motion carried unanimously.

9.13C Cemetery Thefts

Discussion regarding recent reports of increased cemetery thefts. Several suggestions were presented including increased patrol, surveillance cameras and a gated entrances. No further action was taken on this item.

9.14 VDW, LLC (Amended per W. Vork request 14:58)

A MOTION was made by Councilor W. Vork and seconded Councilor L. Theisen to approve the updated site plan to knowing that we will be using the front parking spaces of whatever that will hold to be compliant with the 36 required spaces. Also required is a screen (fence) along the proposed dumpster pad running south from the corner of the garage to North Avenue. The motion passed unanimously.

ROLL CALL

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

9.15 Pay Equity Update

Clerk Hartung presented information regarding the non-compliance of our 2014 Pay Equity Report. The city must make a correcting action prior to November 4, 2014. Clerk Hartung and Mayor Bureau will continue to work on updating the reports.

9.16 Ruby's Pantry Contribution

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to make a donation to Ruby's Pantry \$200.00 from Charitable Gambling. The motion carried 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 August:

- Administered Primary Elections
- Met with Dept Heads, City Engineer, Bldg Official, etc for budget preparation
- CW Technologies field work and set-up
- Comprehensive Plan Meeting
- Updated all cemetery records
- Reviewed and organized Special Assessment file from 2000
- Worked with Springsted on TIF Clerical error – Resolution

Plans for September include:

- Prepare for Preliminary budget approval
- Prepare for Ambulance/Township Meeting – September 16th
- Prepare for Public Input Session – Sept 25th @ 6:30pm, Thomson
- Continue to work with Ordinances and City code

Dates to be aware of:

September 16th – Ambulance Meeting

September 25th – Public Input Meeting @ 6:30pm – 8:30pm Thomson

10.02 City Engineer Report (August & September)

AUGUST

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 Additionally, we have discovered that there are no recorded easements on the school property for the northern portion of School Ave, storm sewer across the school property, and Almar Drive. MSA is continuing to proceed with the preliminary design report as proposed under the assumption that City staff will be able to locate easement documents.

THOMSON/CARLTON WATER LINE (ON BRIDGE) MSA attended the July 10 Joint Planning committee meeting for the purpose of describing City utility and infrastructure systems – specifically as they relate to the comprehensive plan.

MSA has performed an on-site review (as much as we can see from the ground) of the pipeline on the bridge. Although several of the pipe joints have deflected, it appears that the integrity of the pipeline has not diminished, and the “kinks” are purely aesthetic. We are working with the pipe supplier to get confirmation of pipe/joint integrity from them. The expansion joint manufacturer is convinced that their joint is working properly, and that this kinking of the pipeline is not unusual when subject to pressure surges or

other outside forces. At the same time, we have been working with MnDOT to see if they would like support hangers installed and if they would like to fund their installation. As soon as we hear back from MnDOT, we will determine the next steps. The manufacturers have indicated a willingness to inspect on site once a means of access is provided. As mentioned previously, a temporary closure of one lane of traffic is required to provide access from a lift similar to the lift that bridge painters use.

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.

SEPTEMBER

SCHOOL AVENUE MSA met with City staff to review preliminary analysis and presentation drawings in preparation for the first Public Meeting. Project issues for further discussion with residents, staff and Council include pavement deterioration, drainage problems, event parking, bus loading areas, storm sewer and water utility replacement, and right of way issues – on both School Ave. and on Almar Drive. No recorded easements have been found on the school property for the northern portion of School Ave, storm sewer across the school property, and Almar Drive. Properly recorded easements need to be prepared prior to Bidding the project.

CARLTON/THOMSON COMPREHENSIVE PLAN MSA continues to provide assistance as needed for utility and infrastructure systems as they relate to the comprehensive plan and merger process. MSA met with City staff to begin preparation of the 2015 budget and to begin planning the 2015 – 2025 Capital Improvement Plan.

THOMSON/CARLTON WATER LINE (ON BRIDGE) MSA has been working to obtain quotes for work to add pipe supports, and have been working with MnDOT to determine funding sources. We will review this information with staff early in September and report back to Council.

TWIN LAKES WATER LINE Nothing new to report at this time.

WLSSD 2013 I&I REPORT AND 2014 PLAN 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.

10.03 Public Works Report

- Burials
- Mow
- FOG/Sump pump Inspections
- Work Valves/winterize hydrants
- Water service repair 2nd St
- Boss Plow repair

Activities from August

- Budgets/School Ave
- Water Meters
- Hydrant Flushing
- Water service repair Ashland Ave
 - Lead and Copper Samples
- Playground Week of the 8th?

Activities for September

- Water Treatment plant
- Water meters Thomson
- Culverts
- Bike Trail Extension
- Thomson bridge (Hwy 210) repairs
- Clean lift station/sewer line

Water Plant Update

- Dehumidifier Broken again – No longer using Gartner repairing ourselves...Waiting on parts
- Continuing monitoring for improved water quality
- Jar Test September 23rd
- 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.

10.04 Library Director Report

What I have accomplished:

- o 266 patrons visited in August (open 80 hours)
- o Movie Night (canceled) - adults, children

- Letters sent to area attractions
- Weeding
- Mary M took books to Good Will - Thanks!!
- Met with Mollie from ALS

What I am working on:

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

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

10.05 Council Member Report

Councilor Vork expressed gratitude for the staff and their efficiency and awareness of use of city funds. Councilor Gustafson invited all on a tour of the WTP and cemetery on October 1st at 3:45pm. Councilor Davis reiterated that praise and asked about a tour with MN Power on September 16th. There was no further information about this tour. Councilor Rodd indicated the Chicken Swap will be on Sept 20th in the VFW parking lot and asked about progress on the potholes on School Avenue. Mayor Bureau indicated that Carlton and Wrenshall school districts will be performing a study of consolidation. Also, she will be participating in Mayor's Against Illegal Guns program.

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

*****Public Input Session – September 25th, 2014 6:30pm-8:30pm Thomson City Hall**

14.00 Adjournment

A MOTION was made by Councilor L. Thesien and seconded by Councilor L. Rodd to adjourn the meeting, the time being 7:52pm. The motion passed unanimously.

Respectfully submitted,

Tracey Hartung

Clerk/Treasurer