

Carlton City Council
MEETING MINUTES
Tuesday, October 14, 2014

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

Mayors Bureau and St. Germain called the meeting to order, the time being 6:04pm

2.00 Roll Call – Agenda Additions/ Deletions

Council Present: Mayor K. Bureau, S. Davis, L. Rodd, L. Theisen, W. Vork, H. MacDonald,
S. O'Brien

Council Absent: A. Gustafson , D. Coleman Lyng,

Staff Present: Clerk/ Treasurer T. Hartung; Public Works Superintendent D. Wolf; Ruth Jorgenson, City of Thomson, Carol Conway, Dep Clerk

Others: Brian Miller, MSA Engineering Rob Hurst, Eric Gibson and Aaron Lehto, Four Seasons Board, Ron Tondryk and Ryan Lee, Property Owners

3.00 Presentations & Guests

3.01 Minnesota Power – Update

3.02 Four Seasons Board Members (If needed, add as agenda item)

Board member Rob Hurst updated the council on the Four Seasons activities.

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. Thiesen and seconded by Councilor H. MacDonald to approve the agenda with the following additions: **9.22 HRA for City Employees**. 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 September 9, 2014, Work Session on September 9, 2014, Special Meetings on September 26, 2014

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

5.02C Approval of Bills: Exhibit A dated October 14, 2014 in the amount of \$85,693.02

5.02T Approval of Bills: Exhibit A dated September 9, 2014 in the amount of \$36,915.18 and October 14, 2014 in the amount of \$5,118.93

5.03C Approval of Check Numbers – 27136 – 27227

5.03T Approval of Check Numbers – 6866 – 6894 (August – September)

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

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

7.01C Cloquet Cable TV Commission

7.02C Carlton County Zoning & Environmental Services

7.03C Nat'l MS Society

8.00 Ordinances; Resolutions and Policies

8.01C RESOLUTION # 2014-25 ACCEPTANCE OF DONATIONS TO THE CITY

A MOTION was made by Councilor L. Thiesen and seconded by Councilor S. Davis to approve Resolution # 2014-25 **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 RESOLUTION # 2014-26 CERTIFICATION OF DELINQUENT UTILITIES FOR PY 2015

A MOTION was made by Councilor L. Rodd and seconded by Councilor L. Thiesen to approve Resolution # 2014-25 **Certification of Delinquent Utilities for PY 2015**. 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

PROJECT UPDATES

9.01 Work Sessions

9.02 Trail Extension – Bids

A MOTION was made by Councilor S. Davis and seconded by Councilor L. Rodd to table the **Amendment to DNR Agreement from 1995** pending further information. The motion carried unanimously.

9.03 Joint Powers Board

UNFINISHED BUSINESS

9.04C Parking on 2nd Street

Business owners and council discussed safety concerns on Second Street. Business owners informed council of recent changes to their parking space for their building.

A MOTION was made by Councilor L. Thiesen and seconded by Councilor W. Vork to eliminate two parking spaces on the east side of 2nd Street thereby making them no parking due to safety concerns. The motion carried unanimously.

ROLL CALL

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

9.05T Thomson Final Audit for 2013 – Acceptance

A MOTION was made by Councilor H. McDonald and seconded by Councilor S. O' Brien to approve the 2013 Audit as presented. The motion carried unanimously.

ROLL CALL

S. O. Brien Yea
H. MacDonald Yea
Gustafson Absent
Coleman Lyng Absent
St. Germain Yea

9.06C School Avenue Feasibility Study

Brian Miller of MSA presented the Feasibility Study and a timeline of the project. Questions and feedback from the council can be directed to Mr. Miller or through city staff.

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Thiesen to set the Improvement Hearing on November 10th 2014 at 7pm. The motion carried unanimously.

ROLL CALL

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

9.07C Pay Equity Compliance

No further action was needed on this item following compliance from the Minnesota Management & Budget.

9.08C Request for Loan Forgiveness – CADC Board \$5,000.00 (2:00)

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to deny the request for forgiveness of the \$5,000.00 loan. The motion carried unanimously.

ROLL CALL

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

NEW BUSINESS

9.09C EMT Pay for Coverage for Mercy Ambulance

A MOTION was made by Councilor L. Thiesen and seconded Councilor W. Vork to approve payment for 2 EMT's for 2 hours each run x 5 runs = 10 hours x \$12.00= \$120.00 each. The motion carried unanimously.

9.10C Retirement Benefit Increase – Relief Association

1st Chief Wolf explained that the Fire Relief Pension Fund is growing at a rapid rate and the officers are requesting a change in by-laws to request an increase by \$1,000.00 annually to the retirement benefit for fire fighters.

A MOTION was made by Councilor W. Vork and seconded by Councilor Councilor L. Rodd to increase the annual benefit amount from \$1750.00 to \$1850.00 per year of service per the Fire Department By-laws. The motion carried unanimously.

9.11T Thomson City Hall – Rental Agreement

A MOTION was made by Councilor S. O'Brien and seconded by Councilor H. MacDonald to table the rental agreement pending further research regarding the building. The motion carried unanimously.

9.12T PFA Loan – CD Proceeds

A MOTION was made by Councilor H. MacDonald and seconded by Councilor S. O'Brien to pay the PFA loan off in December 2014 using the CD proceeds that will renew in December 2014. The motion carried unanimously.

9.13C Proposal from Northland Consulting - \$3850.00

A MOTION was made by Councilor L. Thiesen and seconded by Councilor S. Davis to approve the proposal from Northland Consulting Engineering utilizing a grant from ALS for \$1,500 and the city paying the remaining portion of the cost. The motion carried unanimously.

9.14C Temporary Cabinet Storage for Housing Authority

Clerk Hartung requested permission to allow temporary storage of kitchen cabinets by the Carlton Housing Authority. Direction was given to allow this activity with the understanding that they would be responsible for moving them.

9.15C Entry and Testing Agreement – Verizon Wireless

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Theisen to approve the Entry and Testing Agreement with Cellcom dba Verizon Wireless. The motion carried unanimously.

9.16C Request for Approval of Vacation- George Verkovich

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to approve whatever vacation time George wants to use. The motion carried unanimously.

Clerk Hartung advised the council of the personnel policy requiring council approval for vacation requests of more than 2 weeks in duration and must be 48 hours in advance. Vacation has been indicated on the vacation calendar for 2 weeks+.

9.17C Cemetery Road

PW Wolf informed the council of the need for repair of the cemetery roads and a quote from a contractor was presented. PW Wolf indicated there are funds available in the cemetery fund.

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis to approve a bid from D&B Excavating for \$2735.00. The motion carried unanimously.

9.18C/T Lead and Copper Paper Copy

PW Wolf presented the results from Minnesota Department of Health regarding Lead/Copper Tap Water Monitoring. No further action was required.

9.19C/T Friends of Animal Contract for Services

A MOTION was made by Councilor S. Davis and seconded by Councilor L. Rodd to table the approval of the contract pending further review by City Attorney B. Helwig. The motion carried unanimously.

9.20C Board of Appeals Trained Board Member

Clerk Hartung indicated that Councilor Vork will be the remaining trained board member for the Board of Appeals in the spring 2015. Clerk Hartung was directed to inquire when the next training is offered through Carlton County. No further action was required.

9.21C/T Schedule for Budget Meetings – Enterprise Funds

A budget meeting was set for October 30, 2014 at 6pm at the City of Thomson Hall.

9.22 HRA Plan for City Employees

Clerk was directed to gather more information and to proceed with the documentation to present at the October 30th budget 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 September:

- Finalize Preliminary Budget – Submit to Carlton County
- Completed merge of Thomson/Carlton Ordinances (code) through Chapter 6
- Discussion with Four seasons Board regarding lease agreement
- Pay Equity research and reevaluation
- Insurance Renewals
- Engineer transition with Joe J. and Brian Miller
- Public Input Session for Comprehensive Plan
- Website Updates – All 2014 Minutes on Web/Steering Committee Docs
- Building Analysis – Structural Engineer
- Ambulance Meeting/Township Meeting

Plans for October include:

- Prepare for General Elections – November 4th
- Finalize Billing for Ambulance/Townships
- Prep Liquor License Renewals
- Health Insurance Renewal
- Update of Cemetery Records
- Continue to work with Ordinances and City code

Dates to be aware of:

October 15th – Tracey at Intermediate Fund Accting Class
October 22nd – Carol at MN Dept of Rev Training
November 11th – Office closed in observance of Veteran’s Day

10.02 City Engineer Report

THOMSON/CARLTON WATER LINE (ON BRIDGE)

MSA has proceeded to investigate the on-going issue with the Hwy 210 watermain. During the last month, MSA has reviewed the existing situation with staff and feel the pipe movement is not in danger of separating. During the course of September, MSA has reviewed the situation with multiple contractors and asked for preliminary pricing of a solution to restrain the pipes from lateral movement. To date, MSA only received pricing back from one contractor. MSA staff has followed up with a second contractor who responded, however no further response has been offered.

SCHOOL AVENUE RECONSTRUCTION

MSA has completed the feasibility study requested earlier this year. The study has been included with the Council packet for review and MSA staff has meet with staff to review the general findings and recommendations. Staff will be present at the October meeting to provide guidance and answer questions regarding the report and its conclusions.

CARLTON/THOMSON COMPREHENSIVE PLAN

MSA staff have attended the most recent meeting and participated with the community. We will continue to work with Applied Insights and the staff to assist where needed.

TWIN LAKES WATER LINE

No news regarding this project.

10.03 Public Works Report

Activities from September

- Burials
- Mow
- Repair hydrants & valves
- Sander Repair
- Ditch Wilhelmina Drive
- Playground
- Cemetery Project
- FOG/Sump pump Inspections
- Manhole Repair
- Dump Truck repair
- Jar test WTP
- Concrete Well #1

Activities for October

- Water Treatment plant
- Ditch 1st street?
- Sand Blasting sander/rebuild
- Bike Trail Extension
- Thomson bridge (Hwy 210) repairs
- Clean lift station/sewer line
- Cemetery Repairs weekend only
- Class 5 Gravel roads
- Culverts
- SNOW EQUIPMENT REPAIRS
- Carlton Clean up
- Banners

Water Plant Update

- Continuing monitoring for improved water quality
- Jar Test October 6th 2014
- Addition of chemical in order to removal Manganese
- Hope to have recommendation from Hawkins by meeting
- 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

10.05 Council Member Report

10.06 Mayor Report - Request for Parks & Rec Fund to be developed.

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 H. MacDonald and seconded by Councilor S. O' Brien to adjourn the meeting, the time being 8:41pm. The motion passed unanimously.

Respectfully submitted,

Tracey Hartung

Clerk/Treasurer