

Carlton City Council
MEETING MINUTES
Monday, November 10, 2014

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

Mayors Bureau and St. Germain called the meeting to order, the time being 6:03pm

2.00 Roll Call – Agenda Additions/ Deletions

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

Council Absent: D. Coleman Lyng

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

Others:

3.00 Presentations & Guests – *Individuals may address the Council about any item not contained on the regular agenda. A maximum of 10 minutes is allotted for the Forum. If the full 10 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.*

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 W. Vork to approve the agenda with no additions. 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.*

5.01B Approval of the Minutes: Minutes of Regular Meeting on October 14, 2014, Work Session on October 14, 2014, Special Meetings on October 13, 2014, October 30, 2014

5.02C Approval of Bills: Exhibit A dated November 10, 2014 in the amount of \$109,185.27

5.02T Approval of Bills: Exhibit A dated November 10, 2014 in the amount of \$9,428.29

5.03C Approval of Check Numbers – 27228 – 27326

5.03T Approval of Check Numbers – 6895 – 6904

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 A. Gustafson and seconded by Councilor L. Theisen to approve the consent agenda. The motion passed unanimously.

6.00 Public Hearings

6.01 Public Improvement Hearing (7:00pm)

7.00 Petitions, Communications & Correspondence

- 7.01C WLSSD Public Hearing Notice
- 7.02C Notice to Adjoining Property Owners
- 7.03B MRWA 4th Grade Water Week

8.00 Ordinances; Resolutions and Policies

8.01C RESOLUTION # 2014-29 ADOPTION OF HEALTH REIMBURSEMENT ARRANGEMENT

A MOTION was made by Councilor L. Rodd and seconded by Councilor W. Vork to table Resolution # 2014-29 Adoption of Health Reimbursement Arrangement. The motion carried unanimously.

ROLL CALL

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

8.02B RESOLUTION # 2014-30 ACCEPTANCE OF DONATION – 121 VERMILLION STREET

A MOTION was made by Councilor A. Gustafson and seconded by Councilor H. MacDonald to approve Resolution # 2014-30 Acceptance of Donation – 121 Vermillion Street. The motion carried with Councilor Vork voting against.

ROLL CALL

S. Davis	Yea	
L. Theisen	Yea	
W. Vork		Nay
L. Rodd	Yea	
K. Bureau	Yea	
L. St. Germain		Yea
H. MacDonald	Yea	
A. Gustafson	Yea	
S. O' Brien	Yea	
D. Coleman Lyng	Absent	

8.03B RESOLUTION # 2014-31 CANVAS ELECTION RESULTS

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Theisen to approve Resolution # 2014-31 Canvas Election Results. The motion carried unanimously.

ROLL CALL

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

8.04B RESOLUTION # 2014-32 SUPPORT FOR ENBRIDGE

A MOTION was made by Councilor W. Vork and seconded by Councilor S. Davis to approve Resolution # 2014-32 Support for Enbridge. The motion carried unanimously.

ROLL CALL

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

L. St. Germain	Yea
H. MacDonald	Abstain
A. Gustafson	Abstain
S. O' Brien	Yea
D. Coleman Lyng	Absent

8.05C RESOLUTION # 2014-33 ACCEPTANCE OF DONATION – LIBRARY

A MOTION was made by Councilor L. Theisen and seconded by Councilor A. Gustafson to approve Resolution # 2014-33 Acceptance of Donation - Library. The motion carried unanimously.

ROLL CALL

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

8.05B ORDINANCE # 201 WINTER PARKING, CARLTON CODE CHAPTER VII 701.04 SUBD. 4& 5

A MOTION was made by Councilor A. Gustafson and seconded by Councilor L. Theisen to approve Ordinance # 201 Winter Parking, Carlton Code VII 701.04, Subd. 4&5. The motion carried unanimously.

ROLL CALL

S. Davis	Yea
L. Theisen	Yea
W. Vork	Yea
L. Rodd	Yea
K. Bureau	Yea
L. St. Germain	Yea
H. MacDonald	Yea
A. Gustafson	Yea
S. O' Brien	Yea
D. Coleman Lyng	Absent

9.00 General Business

PROJECT UPDATES

- 9.01 Trail Extension**
- 9.02 Joint Powers Board**

UNFINISHED BUSINESS

9.04C DNR Agreement

The survey of the city owned property was received and further there will be discussion with the DNR in regard to a land exchange. Item will remain tabled until further notice.

9.05T Thomson Rental Agreement

The Thomson Rental agreement was distributed and will remain tabled until further development of an updated agreement can be made.

9.06B FOA Contract

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. Davis to table the FOA Contract following discussion about the annual charges and a renegotiation of the fees. The motion passed unanimously.

NEW BUSINESS

9.07C Liquor License Requests and Approval

A MOTION was made by Councilor S. Davis and seconded by Councilor L. Theisen to approve the 2015 Liquor License requests from Third Base Bar, VFW and Streetcar LLC. The motion passed unanimously.

9.08C Cell Phone Policy

A MOTION was made by Councilor H. MacDonald and seconded by Councilor A. Gustafson to approve the Cellular Telephone Policy as presented. The motion carried unanimously.

A MOTION was made by Councilor L. Rodd and seconded by Councilor A. Gustafson to suspend the regular meeting until after the Public Improvement Hearing. The motion passed unanimously.

The regular meeting was reconvened at 8:04pm.

9.09C George Verkovich Personnel

Mayor Bureau outlined the personnel policy and the sick time.

A MOTION was made by Councilor MacDonald to change the personnel policy to include sick time as time worked. Mayor Bureau called for a second on the motion. Councilor A. Gustafson seconded the motion. Discussion regarding the accumulation of sick time. Mayor Bureau called for a vote. Councilor MacDonald withdrew her motion.

Mayor Bureau asked what items from the agenda were pressing for this month. Public Works Superintendent asked about George's vacation time. Clerk Hartung suggested that the council recess the meeting and set another time to continue with the meeting.

A MOTION was made by Councilor W. Vork to award 40 hours of vacation time for George Verkovich. Council W. Vork withdrew his motion.

A MOTION was made by Councilor H. MacDonald and seconded by Councilor W. Vork to award George Verkovich hours of vacation time due to a clerical error. The motion carried unanimously.

9.10C 1992 Dump Truck Disposal

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve sealed bids of the 1992 Dump Truck. The motion carried unanimously.

9.11C Invoice for Radios from FD to PW

A MOTION was made by Councilor L. Rodd and seconded by Councilor A. Gustafson to approve the transfer of assets from the Fire Dept to Public Works for 2 handheld radios (\$2,000.00). The motion passed unanimously.

9.12C Hawkins Quote

The Hawkins quote was informational only and did not need council approval.

All other items were tabled until the December council meeting.

9.13C 3rd Quarter Ambulance Write-offs table

9.14B Frozen Water & Sewer Lines Policy – DRAFT

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 October:

- Administer General Elections – November 4th
- Finalize Billing for Ambulance/Townships
- Prep Liquor License Renewals
- Health Insurance Renewal
- Update of Cemetery Records
- Meetings with PW Wolf
- Attend Recycling Advisory Committee Meeting – Oct. 21st
- Meeting with Engineer's & process Notifications for Public Improvement Hearing
- Finalize Budgets as per Budget Meeting
- Process all Meeting Minutes
- Locate Graves for Burials
- Develop Winter Parking Ordinance & Courtesy Cards

Plans for November include:

- Work with DNR on Land Swap Agreement
- Negotiate Lease Agreement with Verizon Wireless for Water Tower Use
- Develop Enterprise Fund Spreadsheets for TNT Hearing in December
- Work with City of Thomson for facilitation of records, phone & computer transfers
- Continue to work with Ordinances and City code
- Continue work on Comprehensive Plan development

Dates to be aware of:

November 11th – Office closed in observance of Veteran's Day

November 13th – Steering Committee Meeting – 6:30pm

November 27th & 28th – Office Closed in observance of Thanksgiving Day

10.02 City Engineer Report

10.03 Public Works Report

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|--|---------------------------------------|
| - Burials | <u>Activities from October</u> |
| - FOG/Sump pump Inspections | - Cemetery Project |
| - D.O.T. Truck | - Ditch Wilhelmina Drive |
| - Sander Repair | - Photo Eye Water tower |
| - Ditch Wilhelmina Drive | - Dump Truck repair |
| - Playground | - Jar test WTP |
| - Power Outage | - Banners |
| | - ISO Rating |
| | <u>Activities for November</u> |
| - Water Treatment plant | - Lawn mowers service |
| - Ditch 1 st street? | - Class 5 Gravel roads |
| - Sander/rebuild | - Culverts |
| - Bike Trail Extension | - SNOW EQUIPMENT REPAIRS |
| - Thomson bridge (Hwy 210) repairs | - Service 94 Dump Truck |
| - Clean lift station/sewer line | - Service 252B |
| | <u>Water Plant Update</u> |
| - Continuing monitoring for improved water quality | |
| - Jar Test results | |
| - Addition of chemical in order to removal Manganese | |
| - 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. | |
| - Heaters, valve repair. | |

10.04 Library Director Report

What I have accomplished:

- 334 patrons visited in October (open 84 hours)
- Movie Night (Princess Protection Program) - 4 adults, 8 children
- 3rd grade tour - 5 adults, 29 children
- Legacy Cartooning program - 1 adult, 4 children
- "Read With Me" program ready to begin
- Scheduled to attend Title 1 night at South Terrace
- Contest ended on the 31st - 0 adults, 39 children

What I am working on:

- Book clubs
- Possible move - grants
- Naturalist Program with Jay Cooke State Park

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 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

13.00 Adjournment

A MOTION was made by Councilor L. Rodd and seconded by Councilor ???? to adjourn the meeting, the time being 8:29pm. The motion passed unanimously.

(Derek continued discussion regarding comp time 8:31pm)

Respectfully submitted,

Tracey Hartung

Clerk/Treasurer