

Carlton City Council
MEETING MINUTES
Tuesday, December 9, 2014

1.00 Call to Order & Pledge of Allegiance

Mayor St. Germain called the meeting to order, the time being 6:22pm.

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; Clerk/ Treasurer Ruth Jorgenson, Carol Conway, Dep Clerk, Fire Chief Johnson

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. Theisen and seconded by Councilor A. Gustafson to approve the agenda with the addition of **9.16 Health Insurance Eligibility** and **9.17 Sick Time Policy**. 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 November 10, 2014, Work Session on November 10, 2014, Public Improvement Hearing on November 10, 2014

5.02C Approval of Bills: Exhibit A dated December 9, 2014 in the amount of \$69,956.33

5.02T Approval of Bills: Exhibit A dated December 9, 2014 in the amount of \$6,237.61

5.03C Approval of Check Numbers – 27327 – 27487

5.03T Approval of Check Numbers – 6909 - 6919

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

6.01 Truth in Taxation Hearing (after 6:00pm)

7.00 Petitions, Communications & Correspondence

7.01C Enbridge Open House – Thursday, December 11, 2014 at 7:00pm

8.00 Ordinances; Resolutions and Policies

8.01T RESOLUTION # 2014-34 SIGNATORY AT US BANK

A MOTION was made by Councilor A. Gustafson and seconded by Councilor L. Rodd to approve Resolution # 2014-34 Signatory at US Bank. 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	

8.02B RESOLUTION # 2014-35 ADOPTING OF FINAL BUDGET

A MOTION was made by Councilor H. MacDonald and seconded by Councilor L. Theisen to approve Resolution # 2014-35 Adopting of Final Budget for 2015. 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	

8.03B RESOLUTION # 2014-36 ACCEPTANCE OF A DONATION

A MOTION was made by Councilor W. Vork and seconded by Councilor L. Rodd to approve Resolution # 2014-36 Acceptance of Donation. 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 – Tabled

No further information was available and therefore this item remained tabled until January 2015.

9.05T Thomson Rental Agreement – Tabled

No further information was available and therefore this item remained tabled until January 2015.

9.06B FOA Contract

A MOTION was made by Councilor L. Rodd and seconded by Councilor S. O' Brien to accept the FOA Contract as presented with an annual amount of \$3,900.00. The motion passed unanimously.

9.07B 3rd Quarter Ambulance Write-offs

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson to approve the 3rd Quarter Ambulance Write offs as presented. The motion passed unanimously.

9.08B Frozen Water & Sewer Line Policy

A MOTION was made by Councilor S. Davis and seconded by Councilor A. Gustafson to approve Frozen Water & Sewer Line Policy with the changes discussed during the work session. The motion passed unanimously.

NEW BUSINESS

9.09C LG214 – CAHA

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson to approve the LG214 from Cloquet Area Hockey Association for Lawful Gambling at the Third Base Bar. The motion passed unanimously.

9.10C Verizon Preliminary Agreement

Clerk Hartung presented the proposed terms from Verizon Wireless and reviewed the counter offer presented. There has been no further agreement to terms or details of agreement. Councilor Gustafson asked how the terms compared to other cities in this situation and Clerk Hartung consulted with Mr. Frank Yetka and he determined that our request was very competitive. There was discussion regarding the placement of the proposed building. Council directed Clerk Hartung to continue the negotiation with Verizon.

A MOTION was made by Councilor A. Gustafson and seconded by Councilor S. O' Brien to table pending an agreement presented. The motion passed unanimously.

9.11C Trailer Quotes

A MOTION was made by Councilor L. Theisen and seconded by Councilor A. Gustafson to approve purchase of a trailer from Pine River Sales for \$5,474.00 based on details from PW Wolf. The motion passed unanimously.

9.12C WTP Quotes

A MOTION was made by Councilor S. Davis and seconded by Councilor H. MacDonald to order meters for Water Treatment Plant for installation in 2015. The motion passed unanimously.

9.13C 2015 Meeting Schedule

A MOTION was made by Councilor A. Gustafson and seconded by Councilor S. O' Brien to approve the preliminary meeting schedule for 2015 with all meetings on the second Tuesday at 6:00pm at Carlton City Hall and foregoing the work sessions. The motion passed unanimously.

9.14B Deputy Clerk – Carol Conway

A MOTION was made by Councilor L. Theisen and seconded by Councilor L. Rodd to approve a \$1.00 per hour increase in wages for Carol Conway effective immediately. The motion passed unanimously.

9.15B Special Assessment Policy – School Avenue Project

A MOTION was made by Councilor W. Vork and seconded by Councilor A. Gustafson to set a special meeting on December 22nd at 6pm in Thomson City Hall. Certified registered notifications will be sent. . The motion passed unanimously.

9.16 Health Insurance Eligibility

A MOTION was made by Councilor A. Gustafson and seconded by Councilor W. Vork to change health insurance eligibility from no waiting period to the first day of the month following a 90 day waiting period. The motion passed unanimously.

9.17 Sick Time Policy

Clerk Hartung clarified the sick time policy and Deputy Clerk Conway explained how the time cards are calculated in regard to sick time (flex time). Legal holidays are earned as though they were time worked. A special meeting may be needed once the policy is reviewed further by the new councilors.

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 November:

- 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
- Facilitate Parking Ordinance and Enforcement with Carlton County
- Attended FEMA Risk Mapping Meeting
- Work with KDV and Wipfli on 2014 Audits
- Finalize transfer of donated land – 121 Vermillion Street
- Reconcile all accounts
- Develop Special Assessment Policy
- Meeting with John Powers – Comprehensive Plan
- Meeting with Jodie Johnson re: library facilities

Plans for December include:

- Work with DNR on Land Swap Agreement
- Finalize Liquor Licenses
- Prepare all final documents for 2015 Levy
- Begin reporting for 2014 Year-End
- Continue to work with Ordinances and City code

- Continue work on Comprehensive Plan development

Dates to be aware of:

- December 8th – Out of office in afternoon for Doctor Appt
- December 11th – Steering Committee Meeting – 6:30pm **CARLTON CITY HALL**
- December 24th – Office Closed at Noon in observance of Christmas
- December 25th – Office Closed all day in observance of Christmas
- January 1st, 2015 – Office Closed in observance of New Year’s Day

10.02 City Engineer Report
10.03 Public Works Report

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| <ul style="list-style-type: none"> - Service 94 Dump Truck - Suck out Valves - Water plant repair - Plow Snow - Try and work our health insurance benefit. | <p><u>Activities from November</u></p> <ul style="list-style-type: none"> - Snow Plow Prep - Water Meter Jay Cooke -Sander Repair |
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| <ul style="list-style-type: none"> - Water Treatment plant - Lawn mowers service - Sander/rebuild - Service 252B - Photo Eye Water tower | <p><u>Activities for December</u></p> <ul style="list-style-type: none"> - Purchase Trailer? - Sell 92 dump truck - Plow snow - Water monitoring |
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| <ul style="list-style-type: none"> - Continuing monitoring for improved water quality - Going to order Manganese removal start of next year. Approx. \$1200 - Updating water meters. <ul style="list-style-type: none"> o Influent-new into plant 2,650.00, o Backwash-(new) filter cleaning – 1600.00 - Fix pulley Dehumidifier - Repair CL2 valve - Marlyn Painted Walls | <p><u>Water Plant Update</u></p> |
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Note

Derek – out of town December 15-18 will be back on 19th if needed
George – Still has not received comp/vacation time spread sheet, as of 12-4-14
Derek & George water training December 10, 2014 in Biwabik if no snow

10.04 Library Director Report
10.05 Council Member Report

Councilor Rodd requested a visual review of the stop sign near the bike trail, Mayor Bureau thanked the outgoing councilors.

10.06 Mayor Report

Mayor Bureau updated the council on progress working with Volunteer Services and the contribution to Four Seasons. Mayor Bureau informed the council of an incident between PW Wolf and business owner Rob Kavanaugh. Mayor Bureau reminded PW Wolf when dealing with the public that he will need to practice diplomacy and respect.

10.07 Fire Department Report

I can't believe it's the December Council meeting already. We as always have had a busy few months at the fire hall. To date we have responded to 580 emergencies which sets a record for our department throughout its history. We are hoping to break the mark of 600 emergency calls by the end of the year. We have completed several large endeavors in the past few months. An ISO assessment of our fire service was completed in October and we look forward to improving on our current insurance fire ratings hopefully reducing our constituent's insurance costs. An inspector with the MN department of Health was on-site last week to renew and evaluate our bi-annual ambulance license. All seemed to go well with that and we look forward to being licensed for another two years. Fire season is upon us and we have responded to 4 fire related incidents in the past couple of weeks.

BINGO is set for February 7th @ 7pm, Carlton High School Gym. Hope you all have a wonderful holiday season and as always we appreciate your on-going support. Respectfully, -Dane

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

13.00 Adjournment

A MOTION was made by Councilor L. Theisen and seconded by Councilor S. Davis to adjourn the meeting, the time being 7:33pm. The motion passed unanimously.

Respectfully Submitted,

Tracey Hartung

Clerk/ Treasurer