

**Carlton City Council**  
**MINUTES**  
**Tuesday, October 13, 2015**

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

Mayor Bureau called the meeting to order, the time being 6:00 pm

**2.00 Roll Call – Agenda Additions/ Deletions**

*Council Present:* Mayor K. Bureau, L. Rodd, S. O'Brien, W. Vork, A Gustafson arrived @ 7:06

*Council Absent:* None

*Staff Present:* Public Works Superintendent D. Wolf; Deputy Clerk C. Conway; Library Director J. Johnson; City Attorney Bill Helwig; Engineer Brian Miller

*Others:* Marv Bodie, Attorney Tyson Smith, Ron Tondryk, Mike & Janie Gregg

*Residents:* Marlys McKinstry

**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 Approve Agenda** – *Council members may add items to the agenda for discussion purposes or staff direction.*

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to approve the agenda with the addition of 8.04 Resolution Accepting Grants & Donations, 9.21 Old Thomson Signs, 9.22 Brush Cutting. The motion passed unanimously. Councilor Gustafson was absent

**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 September 9, 2015, Minutes from Special Meeting on September 17, 2015, and an Emergency Meeting on September 17, 2015.

**5.02 Approval of Bills:** Exhibit A dated October 13, 2015 in the amount of \$707,197.57

**5.03** Approval of Check Numbers – 28490 - 28605

**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 Vork and seconded by Councilor O'Brien to approve the consent agenda with the following changes: Change the Special Meeting Date from September 18, 2015 to September 17, 2015 and change Blaine Brothers payment of \$757.94 to \$11.28 which changes Exhibit A from \$707,944.23 to \$707,197.57. The motion passed unanimously. Councilor Gustafson was absent.

**A MOTION** was made at 6:03 pm by Councilor Rodd and seconded by Councilor Vork to close the Regular Council Meeting and open the Planning Commission Meeting. The motion passed unanimously. Councilor Gustafson was absent.

**6.00 Public Hearings**

**6.01 Greg Variance Request**

Attorney Tyson Smith presented information on behalf of Lawrence & Janie Gregg to support their request for a Variance to the Zoning Ordinance. Mr. & Mrs. Gregg would like to split their property according to Registered Land Survey No. 6 (RLS 6) developed by Mr. Bill Hayden. A clause can be added to grant the city reasonable access to the water and sewer utilities.

**A MOTION** was made by Councilor O’Brien and seconded by Councilor Rodd for the Planning Commission to recommend the approval of the Variance to the Zoning Ordinance with the additional language of access to the water and sewer utilities. The motion passed unanimously.

**ROLL CALL**

Rodd	Aye
O’Brien	Aye
Gustafson	Absent
Vork	Aye
Bureau	Aye

**A MOTION WAS MADE AT 6:20PM BY COUNCILOR VORK AND SECONDED BY COUNCILOR O’BRIEN TO CLOSE THE PLANNING COMMISSION MEETING AND REOPEN THE REGULAR MEETING.** The motion passed unanimously. Councilor Gustafson was absent.

**7.00 Petitions, Communications & Correspondence**

**7.01 Donation Request from Carlton Community Education**

**A MOTION** was made by Councilor Vork and seconded by Councilor Rodd to donate \$200.00 to Community Education for the support of the Community Garden. The motion passed unanimously. Councilor Gustafson was absent.

**7.02 Thank you from Carlton Daze 5K and Inter-Faith Care Center**

**7.03 Enbridge – Community Investment**

**8.00 Ordinances; Resolutions and Policies**

**8.01 RESOLUTION 2015-23 A RESOLUTION ELECTING TO HAVE MINNESOTA STATUTES SECTION 272.162 APPLY TO PROPERTY WITHIN THE BOUNDARIES OF THE CITY OF CARLTON, MINNESOTA**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O’Brien to approve Resolution # 2015-23. The motion passed unanimously.

**ROLL CALL**

Rodd	Aye
O’Brien	Aye
Gustafson	Absent
Vork	Aye
Bureau	Aye

**8.02 RESOLUTION 2015-24 RESOLUTION OF APPROVING AND EXECUTING A LEASE WITH VERIZON WIRELESS**

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to approve Resolution # 2015-24. The motion passed unanimously.

**ROLL CALL**

Rodd	Aye
O'Brien	Aye
Gustafson	Absent
Vork	Aye
Bureau	Aye

**8.03 RESOLUTION 2015-25 A RESOLUTION TO APPROVE A REGISTERED LAND SURVEY – RLS 6**

A MOTION was made by Councilor O'Brien and seconded by Councilor Rodd to approve Resolution # 2015-25. The motion passed unanimously.

**ROLL CALL**

Rodd	Aye
O'Brien	Aye
Gustafson	Absent
Vork	Aye
Bureau	Aye

**8.04 RESOLUTION 2015-26 A RESOLUTION ACCEPTING GRANTS AND DONATIONS TO THE CITY OF CARLTON**

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to approve Resolution # 2015-26. The motion passed unanimously.

**ROLL CALL**

Rodd	Aye
O'Brien	Aye
Gustafson	Aye
Vork	Aye
Bureau	Aye

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Trail Extension** – Blacktop should be put in on October 15, 2015 or October 16, 2015

**9.02 Joint Powers Board** – Meeting with Legislators scheduled for October 26, 2015 at 11am at the County Transportation Building. Marv Bodie, County Commissioner, was present to represent the County and he will attend the meeting on October 26, 2015

**9.03 School Avenue Project**

Brian Miller updated the Council on the progress of the School Avenue Reconstruction project. The contractor is hoping to blacktop on October 15, 2015 & October 16, 2015, depending on the weather. Brian will meet with Public Works Superintendent Derek Wolf, Mayor Bureau and Councilor Vork on Monday October 19, 2015 @ 1:00pm to discuss School Avenue Reconstruction Project.

**UNFINISHED BUSINESS**

**9.04 City Logo Contest**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor O'Brien to approve the Logo submitted by Allen Hagenah with the request to darken the tag line and to change a couple of the recreational pictures. The motion passed unanimously.

**9.05 Building Options – Ron Tondryk**

Mayor Bureau explained Dale Lund has made an offer for the city to purchase his property at 213 Chestnut Avenue in lieu of moving the Library to the Civic Center. The utility savings each year would be substantial. Relator Ron Tondryk presented information on the marketability of the Civic Center. Commercial property has been slow to sell in this area. Councilors Vork, Rodd, Gustafson and O'Brien would like to tour the building before any more discussion or decision.

**9.06 Verizon Agreement**

The Resolution 2015-24 is the final document requested by Verizon. This should finalize the agreement.

**9.07 Winter Parking Ordinance**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Rodd to approve the Winter Parking Ordinance. The Motion passed unanimously. Councilor Vork abstained from voting due to being the owner of Cars Towing.

**Roll Call**

Rodd	Aye
O'Brien	Aye
Gustafson	Aye
Vork	Abstain
Bureau	Aye

**9.08 City Website**

Jodie Johnson presented the new website she designed. All Council Members are very happy with the results.

**9.09 ARI (Architectural Resources Inc.)**

Final report is not complete at this time.

**9.10 Council Expiration Dates**

Mayor Bureau met with County Auditor Paul Gassert to discuss the issue of all Council terms ending December 2016. Mr. Gassert is suggesting for the 2016 election the City have two 2 year terms (2017-2018) and two 4 year terms (2017-2020) and for the 2018 election have two 4 year terms (2019-2022).

**Meeting was recessed at 7:17pm and resumed at 7:21pm.**

**NEW BUSINESS**

**9.11 Gregg Variance**

**A MOTION** was made by Councilor Rodd and seconded by Councilor Vork to approve the recommendation of the Planning Commission to approve a Variance of the Zoning Ordinance, as requested by Mr. & Mrs. Gregg. The motion passed unanimously.

**ROLL CALL**

Rodd	Aye
O'Brien	Aye
Gustafson	Aye
Vork	Aye
Bureau	Aye

**9.12 Paul Vernon – absent**

**9.13 Accept Resignation of Jeff Bergeron**

**A MOTION** was made by Councilor Rodd and seconded by Councilor O'Brien to accept the resignation of Jeff Bergeron. The motion passed unanimously.

**9.14 Accept New Part time Maintenance Person – Josh Dallman**

**A MOTION** was made by Councilor Vork and seconded by Councilor O'Brien to approve the hiring of Josh Dallman at 16 hours per week. Rate of pay to be \$10.00 per hour. The motion passed unanimously.

**9.15 Volunteer Services Rental Fee**

**A MOTION** was made by Councilor O'Brien and seconded by Councilor Rodd to charge Volunteer Services a rate of \$25.00 per week for use of Thomson Hall. Mayor Bureau will contact Volunteer Services. The motion passed unanimously.

**9.16 2 Council Meetings per Month**

Council meetings will stay at 1 per month at this time.

### **9.17 337 North Avenue**

A letter was sent by Building Official William Schlenvogt (certified mail and regular mail) to property owner Gerald Anderson and Contract for Deed purchaser, Brady Anderson, giving them until October 1, 2015 to contact the city to obtain a building permit to make improvements to the property. The certified letters for both recipients were returned by the post office as they were never picked up. The letters sent by regular mail were not returned. Gerald Anderson contacted the Building Official and said he would get a building permit to improve the property. As of 10/13/2015 the City had not heard from Gerald Anderson.

**A MOTION** was made by Councilor Gustafson and seconded by Councilor O'Brien to declare the property located at 337 North Avenue a nuisance, put a lock on the door, have the Building Official declare the building as hazardous and to start the process of demolition.

#### **ROLL CALL**

Rodd	Aye
O'Brien	Aye
Gustafson	Aye
Vork	Aye
Bureau	Aye

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Rodd to have the Building Official contact the owner of the property located at 30 Dalles Avenue to try get approval to gain access for an inspection. The motion passed unanimously.

### **9.18 Advertising**

Councilor Rodd explained possible advertising options in the Hinckley Area Visitors Guide would the City be interested in sharing in the cost of the ad with the Carlton Chamber. Tabled until information can be gathered for the Carlton Chamber.

### **9.19 Clerk Position and Compensation**

**A MOTION** was made by Councilor Vork and seconded by Councilor Rodd to approve Carol Conway as Carlton City Clerk/Treasurer at a rate of \$20.00 per hour. Before proceeding on the approval of a wage increase for each year of Clerk School completed Mayor Bureau would like to review Pay Equity Regulations. The motion passed unanimously.

### **9.20 Set Budget Meeting**

Budget meeting set for Thursday October 29<sup>th</sup> at 6pm

### **9.21 City of Thomson Signs**

Councilor Gustafson recommended the City of Thomson sign along Hwy 210 be removed and the City of Thomson sign on Thomson Hall be replaced. Public Works Superintendent Wolf will review different options.

## 9.22 Brush Cutting/Wood Chipping

The Comprehensive Plan Implementation Team (represented by Councilor Gustafson) will be cutting brush along Hwy 210 on October 31, 2015 or November 1, 2015 and is requesting City fund to pay for the needed equipment. The area being cleared is within in the City limits so using City funds should not be a problem.

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 Deputy City Clerk Report

#### Things I worked on in September

Resident Letters	Gregg Variance
Cemetery Locates & Research	RFP for Auditors
Payroll	Budget
Invoices	Preliminary Assessment Roll to County
Deposits	Bank Reconciliation
Meeting Minutes	Finalized Bond Documents
Job Postings	Attended Various Meetings – Logo, JPB, Council

**Vacation - October 19-23, but will be attending a Pay Equity Meeting on Thursday the 22<sup>nd</sup> in Pillager.**

### 10.02 Fire Chief Report

### 10.03 Public Works Report

Public Works Superintendent informed the Council that he updated his city cellphone to a smart phone was also able to receive tablet for an additional \$10.00 per month.

#### Activities from September

- |  |                                 |
|--|---------------------------------|
| - Water plant  | - Drinking Fountain             |
| - School Ave Project & meetings  | - Budgets                       |
| - Give compost pile to AJ Lawn care  | - Water Tower Clean             |
| - 94 dump light repair   | - Ruth – painting picnic tables |
| - Brush out Kettner Drive  | - Bike Trail installation       |
| - Storm sewer inlet repair   | - Cemetery repairs              |
| - Lift station Clean   | - Lund Building                 |
| - New Cell Phones  | - New Cut off Saw               |
| - Radar sign (Sent in/returned back, waiting for post install and programming) |                                 |

#### Activities for October

- |                                      |  |
|--------------------------------------|--|
| - Valve Install Oct 21 <sup>st</sup> | - Hydrant install Oct 22 <sup>nd</sup> |
| - School Ave                         | - Cemetery Repairs                     |
| - Snow equipment prep                | - Put lawn mowers away                 |
| - DOT 94 Ford                        | - Clean up                             |
| - Drinking Fountain                  | - F.O.G inspections                    |
| - Budgets                            | - Sump pump inspections                |

#### Water Plant Update

- Continuing monitoring for improved water quality
- Sand media sample – Sent in, 2 different companies. One is sending sand to Germany for testing
- 1 company shows media should be replaced vs clean
- Hooking meters into SCADA System

#### Note

Carlton Clean up October 26  
Drinking fountain install will happen in the spring  
Would like to ditch storm drain behind 2<sup>nd</sup> street and 4 seasons  
Derek in training October 27<sup>th</sup> to 29<sup>th</sup> in St. Cloud  
George off – November 9<sup>th</sup> to 11<sup>th</sup>  
Derek off – November 11<sup>th</sup> to 22<sup>nd</sup>

## 10.04 Library Director Report

September 2015

- o 329 patrons visited in September (open 83 hours)
- o City Council meeting
- o 2016 budget work session
- o Set up Facebook & website for city
- o Ipad training with Cloquet staff
- o Researched Hot Spots T-Mobile & Verizon
- o Community News article
- o 3<sup>rd</sup> grade tour
- o Prepared for October contests
- o Set up scheduled posts for Facebook - city & library
- o Set up new printer & Ipads
- o Interviewed student to help 4 hours a week

I am trying mobile hot-spots. The grant will cover the cost of this once the best device is found. I have a Verizon jetpack now. The T-Mobile did not have great coverage. The cost is the same. If this one works well, it will be covered under the grant.

Our patron visits continue to remain higher than last year at this time. We are currently 281 visits higher than we were at this time last year.

That is an average of 31 more visits per month more than last year's average.

**Jodie Johnson**

Library Director

## 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 Gustafson and seconded by Councilor O'Brien to adjourn the meeting, the time being 9.04 pm. The motion passed unanimously.

Respectfully Submitted

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Carol Conway  
Deputy City Clerk