

Carlton City Council
MINUTES
Tuesday, December 8, 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

Council Absent: None

Staff Present: Public Works Superintendent D. Wolf; Clerk C. Conway; Library Director J. Johnson; Fire Chief Johnson, City Attorney Helwig Engineer Brian Miller

Others: Anthony Gladen

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 additions of **9.17 Comp Time Payout, 9.075 Trail Survey, and 9.085 LG220 Carlton County MN Deer Hunters Association**. The motion passed unanimously.

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 November 10, 2015, Minutes from a Budget Meeting on December 2, 2015.

5.02 Approval of Bills: Exhibit A dated December 8, 2015 in the amount of \$253,903.75

5.03 Approval of Check Numbers – 28734 – 287905

Void 26920 and Reissue 28886, Void 27222 and Reissue 28887

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 Gustafson to approve the consent agenda with the following changes to Exhibit A; remove Hawkins \$550.00 and MN Department of Health \$561.00 as they were entered twice. The motion passed unanimously.

Regular Council Meeting was suspended at 6:07 pm and the Truth in Taxation Hearing was opened.

6.00 Public Hearings

6.01 Truth in Taxation

Having no general public present, Clerk Conway read out loud the 2016 General Property Tax Levy Amounts.

Regular Council Meeting was resumed at 6:14pm.

7.00 Petitions, Communications & Correspondence

7.01 Thank you from Community Garden

7.02 Donation Request from VFW

A MOTION was made by Councilor Gustafson and seconded by Councilor Vork to approve a donation in the amount of \$500.00 to the VFW Auxiliary. The motion passed unanimously.

7.03 Donation Request from Ruby's Pantry

A Motion was made by Councilor O'Brien and seconded by Councilor Rodd to approve a donation in the amount of \$100.00 to Ruby's Pantry. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Ordinance 178 – Pet Ordinance

8.02 Ordinance 175 –Zoning Ordinance – tabled until January 12, 2016

8.03 Resolution 2015.27 – Final Budget/ Property Tax Levy

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to approve Resolution 2015.27 approving the Final Budget/Property Tax Levy. 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.

9.02 Joint Powers Board

9.03 School Avenue Project

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to pay invoice # 4 from Ulland Bros in the amount of \$35,858.14. The motion passed unanimously.

ROLL CALL

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

A work session was set with MSA for Monday December 14, 2015 @ 9:30 am to discuss Invoice #6 presented by MSA.

UNFINISHED BUSINESS

9.04 ARI – Final Draft was presented to the City Council

9.05 City Logo Contest

9.06 Civic Center/Library

A MOTION was made by Councilor O'Brien and seconded by Councilor Rodd to investigate the square foot rental rates for Commercial Property in the area and to see if there would be an interest in renting the upper level of the Civic Center.

ROLL CALL

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

9.07 Safety Committee – tabled until January 12, 2016

9.07.5 Trail Survey – Councilor Gustafson verbally updated the City Council on the results of the Carlton Trail Survey.

NEW BUSINESS

9.08 LG220 Carlton Fire Relief Association

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to approve the LG220 for the Carlton Fire Relief Association. The motion passed unanimously.

ROLL CALL

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

9.085 LG220 Carlton County Chapter of MN Deer Hunters Assoc. May 2016 & Sept 2016

A MOTION was made by Councilor Gustafson and seconded by Councilor O'Brien to approve both LG220 for the Carlton County Chapter of MN Deer Hunters Association. The motion passed unanimously.

ROLL CALL

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

9.09 LG220 Robert Rodd Memorial Scholarship/Four Seasons

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to approve the LG220 for the Robert Rodd Memorial Scholarship. The motion passed with Councilor Rodd Abstaining.

ROLL CALL

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

9.10 Liquor License Requests and Approval

A MOTION was made by Councilor Gustafson and seconded by Councilor O'Brien to approve the 2016 Liquor License requests from Left Lane Performance (Third Base Bar), Streetcar, LLC and VFW. The motion passed unanimously.

9.11 Annual Transfers and Ambulance Transfer

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to make the following annual transfers: Public Works Capital - \$20,000(from General), Fire Capital - \$40,000 (from Fire), Ambulance Capital - \$30,000 (from Ambulance) and an additional \$15,000 from Ambulance to Ambulance Capital. The motion passed unanimously.

8:46 pm - Councilor Gustafson left the meeting

8:48 pm - Councilor Gustafson returned to the meeting.

9.12 EMT Wages

Fire Chief Johnson informed the City Council of staffing issues with the Ambulance Service. They have been losing EMT's to other facilities with higher pay rates. Chief Johnson is requesting approval to raise the Paid on Call wage to \$12.00 per hour to try retain current EMT's and encourage current EMT's to take more shifts.

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to raise the Paid on Call hourly wage to \$12.00 per hour effective December 1, 2015. The motion passed unanimously.

9.13 88 4th St. N

A MOTION was made by Councilor Vork and seconded by Councilor O'Brien to authorize the Fire Department Officers, on behalf to the Ambulance Service, to purchase the property at 88 Fourth Street North for \$71,000.00 and pay all related closing costs with the exception of recording fees/taxes with the real estate taxes to be prorated to the date of closing. The motion passed unanimously.

9.14 Kwik Trip

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to look at options/locations fuel purchase and to choose what they deem acceptable. The motion passed unanimously.

9.15 2016 Meeting Schedule - preliminary 2016 meeting schedule set for the second Tuesday of the Month at 6:00pm, except for November, which will be the third Tuesday of the Month. Official Schedule will be approved January 12, 2016

9.16 Water/Sewer Rate Increase - table until January 12,2016

9.17 Comp Time Payout

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to payout 120 hours of Comp Time for Clerk/Treasurer Carol Conway. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

I had another busy month which started with a Work Comp Audit and ended with a Cemetery Locate. In between those 2 activities I processed Cemetery Deeds, typed meeting minutes, processed payroll for all employees including POC, Incentive checks and Turn Back checks, prepared agenda packets, bank reconciliation, sent letters on Stale dated checks, issued building permits and various trips to the bank. Time was also spent working on the Budget. Jodie and I have also been working hard to get multiple quotes for Civic Center renovations. Derek and I worked on an Engineer RFP which I prepared and sent out on November 16, 2015 to be returned on/by December 18, 2015. I also took some time this month to do some general housekeeping (dust, clean computers and try to organize office).

In looking ahead to December I hope to find time to get the Cemetery Records Books up to date. I will also start preparing for the end of the year and the annual audit.

Training – December 10 - 1pm-3pm

Upcoming Days Off – Hoping to take a day or two off this month.

Closed – December 24 at noon, December 25 all day

10.02 Fire Chief Report

10.03 Public Works Report

- Water plant
- Budgets
- Put away summer stuff, hoops, tennis nets
- Burials
- Move snow
- City hall quotes
- School Ave Project & meetings
- Ditch out behind 4 seasons and 2nd street
- H2O break Scanlon
- Mower service/repair
- Concrete water shut off

Activities for December

- School Ave
- Put lawn mowers away
- Well Head Protection
- F.O.G inspections
- Budgets
- Snow equipment prep
- Lift station pump inspection
- Flush Sewer lines
- Sump pump inspections
- Sewer Jetting prices

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

Radar sign (Sent in/returned back, waiting for post install and programming hopefully week of the 7th)
Drinking fountain install will happen in the spring
Derek off – 14th – 18th

10.04 Library Director Report

- o 294 patrons visited in November (open 74 hours)
- o City Council meeting
- o 3 Ipad training for the public in November, 1 canceled
- o Community News article
- o October contest prizes
- o Starting reports for Blandin Grant
- o Made tickets for raffle
- o Set up raffle items
- o Met with Steve, Mary & FDL staff re: Blandin grant
- o Emailed updated policies to ALS
- o Working on move

- Set up computer from Thomson City Hall (THANK YOU!!)
 - Request letter sent to Irving Community Center to purchase more book browsers for picture books. Waiting to hear back. Patron visits are still up from last year. Check-outs are a little lower. We are having more people attend activities and use computers/MiFi.
- Our last fundraiser is in progress. The drawing will be December 5th at noon.

10.05 Council Member Report

Councilor Gustafson suggested the City write a letter to Mike Sundeen suggesting a portion of the surplus be used to increase Local Government Aid.

Councilor Rodd reminded the Council the toy drive is still going on.

10.06 Mayor Report

Mayor Bureau invited all Council Members to attend the Emergency Management Training being held at the Carlton County Transportation Building on Thursday December 10, 2015

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

Emergency Management Training – December 10, 2015 - 1pm – 3pm

Regular Council Meeting – January 12, 2016 @ 6pm

13.00 ADJOURNMENT

A MOTION was made by Councilor Gustafson and seconded by Councilor Vork to adjourn the meeting, the time being 9:12 pm. The motion passed unanimously.

Respectfully Submitted

Carol Conway
City Clerk/Treasurer