

**Carlton City Council**  
**MEETING MINUTES**  
**Tuesday, February 9, 2016**

**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, W. Vork, S. O'Brien, A. Gustafson, W. Vork

*Council Absent:* None

*Staff Present:* Clerk/ Treasurer C Conway; Public Works Superintendent D. Wolf; Librarian J Johnson; Office Coordinator M Halling

*Others Present:* Tim Korby, Donohue

*Resident:* LeAnn Theisen

**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 following addition to unfinished business: 9.08 Ordinance Update. 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:** Regular Meeting February 9, 2016

**5.02 Approval of Bills:** Exhibit A dated March 8, 2016 in the amount of \$111,614.17

**5.03** Approval of Check Numbers – 29139 – 29245, 2946 Voided Checks

**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 – Carlton

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Vork to approve the consent agenda as presented. The motion passed unanimously.

**6.00 Public Hearings**

**6.01**

**7.00 Petitions, Communications & Correspondence**

**7.01** Interfaith Invitation

**7.02** Donation Request from Carlton Community News

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Vork to approve a donation in the amount of \$1,000.00 to Carlton Community News. The motion passed unanimously.

**8.00 Ordinances; Resolutions and Policies**

**8.01 RESOLUTION # 2016-04 SCORE GRANT RESOLUTION**

**A MOTION** was made by Councilor Rodd and seconded by Councilor Gustafson to approve Resolution # 2016-04 Score Grant Application. The motion passed unanimously.

**ROLL CALL**

W. Vork	Yea
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

**8.02 RESOLUTION # 2016-05 DONATION ACCEPTANCE**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor O'Brien to accept donation to the Library. The motion passed unanimously.

**ROLL CALL**

W. Vork	Yea
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Trail Extension**

Councilor Gustafson updated the Council on the grant application; it is due the end of March

## 9.02 Joint Powers Board

Tim Korby of Donohue was present to inform the Council on the water line project with Twin Lake Township. The project is in the funding stage and it appears it qualifies for a minimum 50% grant from Public Facilities Authority (PFA) and United States Department of Agriculture (USDA). Connie Christensen, Economic Development Director for Carlton County, will complete the Funding Applications needed to be submitted for the grants. A Preliminary Engineering Report as well as a Facilities Plan is required to be put on the funding list.

Councilor Vork state for the record that he owns property along the 210 corridor where the new water line would run.

**A MOTION** was made by Councilor Rodd and seconded by Councilor Gustafson to loan the Joint Powers Board \$15,000.00 for a Professional Engineer Report. The motion passed with Councilor Vork voting nay.

### **ROLL CALL**

W. Vork	Nay
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

## UNFINISHED BUSINESS

### 9.03 Civic Center/Library

**A MOTION** was made by Councilor Gustafson and seconded by Councilor O'Brien to allow Public Works Superintendent Wolf and Clerk Conway to start the remodeling process of the Civic Center. The motion passed with Councilor Vork voting nay due to loosing ADA accessibility for core services.

### 9.04 Swiftwater Adventures

**A MOTION** was made by Councilor Vork and seconded by Councilor Rodd to approve Resolution 2016-06 – Sale of Land to Swiftwater Adventures per the recommendation of the City Attorney. The motion passed unanimously.

### 9.05 Water/Sewer Rates

**A MOTION** was made by Councilor Vork and seconded Rodd by Councilor Rodd to approve a two percent (2%) increase on water and sewer rates across the board. The motion passed unanimously.

Council tabled additional step rate increases until the Regular March Council Meeting.

**9.06 Engineer RFP**

**A MOTION** was made by Councilor Vork and seconded by Councilor Gustafson to hire Northland Consulting to be the City Engineer with a one (1) year contract. The motion passed unanimously.

**ROLL CALL**

W. Vork	Yea
L. Rodd	Yea
A. Gustafson	Yea
S. O' Brien	Yea
K. Bureau	Yea

**9.07 Wellness Center Update**

Mayor Bureau updated the Council on the progress of the Wellness Center. There will be Physical Therapists from Community Memorial on staff. A Minute Clinic is also being planned to be part of the facility.

**9.08 Ordinance Update**

The Comprehensive Plan Implementation Team has been looking at changes to the Zoning Ordinance and will submit ideas to the Council for changes. Ruth Jorgenson has been looking at all the other ordinances and will present ideas to the Council as she completes review of the ordinances.

**NEW BUSINESS**

**9.10 Arrowhead ATV Water Billing**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Rodd to defer the water billing for six (6) months starting January 1, 2016 or until the business owner contacts the City whichever is first) to have the water turned back on. The motion passed unanimously.

**9.11 I & I Plan**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Vork to pass the I & I Summary. The motion passed unanimously. Summary is attached

**9.12 LG 220 Minnesota Wild Turkey Federation (MWTF) – Carlton County Cutter Chapter**

**A MOTION** was made by Councilor Vork and seconded by Councilor Gustafson to approve the LG220 for the Minnesota Wild Turkey Federation. The motion passed unanimously.

**9.13 The Green House Summer Flowers**

Council directed City Staff to order three (3) sidewalk planter and one (1) hanging basket from the Green House.

**9.14 Friend of Animals**

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to pay the contracted amount of \$3,900.00 to Friends of Animals. The motion passed unanimously.

**9.15 Job Descriptions for Mayor and Council**

A MOTION was made by Councilor O'Brien and seconded by Councilor Rodd to approve the job descriptions for Mayor and Council. The motion passed unanimously.

**9.16 2015 Fourth (4<sup>th</sup>) Quarter Ambulance Write-Offs**

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to approve the Fourth Quarter Ambulance Write-offs. The motion passed unanimously.

**10.00 Staff and Committee Reports & Recommendations**

**10.01 City Clerk Report**

**January Activities:** quarterly reports, bank reconciliation, payroll, agenda packets, audit, OSHA report, final budget reporting to the County and State, W-2's, 1099's, meeting minutes, safety meeting and started training with Michelle. Jodie has been working hard to get the records room cleaned out. So far we have shredded over 3,000 pound of paper and will need to have the shredding company come back one more time.

The City audit will continue in February as the auditors are planning to be on site for one or more days. Training with Michelle will continue, she is doing a great job.

**IMPORTANT DATES TO REMEMBER**

Fire Department Bingo	February 13th
Presidents Day	February 15th (Office Closed)
Robert Rodd Memorial Hockey Game	March 5 <sup>th</sup>
Council Meeting	March 8th
Clerks Conference	March 16-18

**10.02 Fire Department Report**

**10.03 Public Works Report**

**Activities from January**

- |                             |                                 |
|-----------------------------|---------------------------------|
| - Water plant               | - School Ave Project & meetings |
| - Move snow                 | - Office Work                   |
| - Mower service/repair      | - Street Light bulb replacement |
| - Service 252B              | - Lift Station Repair - Thomson |
| - WLSSD Meeting, I&I Report | - Service 420E                  |
| - RFP Engineers             | - Safety Meeting                |
| - Replaced Battery Backups  | - Water Service mapping         |

**Activities for February**

- |                         |                                |
|-------------------------|--------------------------------|
| - Well Head Protection  | - Move snow                    |
| - Office work           | - Civic Center Repairs/updates |
| - Assist Library moving | - I&I Plan                     |
| - DNR Report            | - Personnel policy             |

**Note**

Waiting for radar sign programming

Drinking fountain install will happen in the spring

Derek –Going to water conference March 1-3 in St. Cloud

- 10.04 Library Director Report**
- 10.05 Council Member Report**
- 10.06 Mayor Report.**

## **11.00 RECAP ACTION ITEMS**

## **12.00 UPCOMING MEETINGS**

Joint Powers Board Meeting - February 11, 2016 @ 6:30 pm  
Regular Council Meeting – March 8, 2016 @ 6 pm

## **13.00 Adjournment**

**A MOTION** was made by Councilor Gustafson and seconded by Councilor Vork to adjourn the meeting, the time being 8:44 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/ Treasurer