

Carlton City Council
MEETING MINUTES
Tuesday, January 12, 2016

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

Mayor Bureau called the meeting to order, the time being 6:01 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

Others: Brian Miller, MSA

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 Gustafson and seconded by Councilor O'Brien to approve the agenda. The motion passed unanimously. **Motion was rescinded.**

A MOTION was made by Councilor Gustafson and seconded by Councilor Vork to approve the consent agenda with the following addition: **9.09 - Ordinances/Zoning Ordinance.** 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 and Truth in Taxation on December 8 2015.

5.02 Approval of Bills: Exhibit A dated January 12, 2016 in the amount of \$140,031.50

5.03 Approval of Check Numbers – 28906 - 29031

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

Mayor Bureau had a question on the POC payroll amount for B. Bodie. 2nd Chief D Wolf explained he picked up quite a few shifts.

Mayor Bureau would like an addition to the December 8th meeting under the Truth in Taxation to indicate not members of the public were in attendance.

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to approve the consent agenda with the following changes. The motion passed unanimously.

6.00 Public Hearings

6.01

7.00 Petitions, Communications & Correspondence

7.01 Thank you from VFW

7.02 Thank you from Ruby’s Pantry

8.00 Ordinances; Resolutions and Policies

8.01 RESOLUTION # 2016-01 ANNUAL ADMINISTRATIVE RESOLUTION

A MOTION was made by Rodd and seconded by Councilor Gustafson to approve Resolution # 2016-01 Annual Administrative Resolution with Councilor L. Rodd designated as acting mayor. The motion carried unanimously.

ROLL CALL

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

8.02 RESOLUTION # 2016-02 FEE SCHEDULE FOR 2016

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to approve Resolution # 2015-02 Fee Schedule for 2016. With water and sewer rates to be discussed at the Regular February Council Meeting. The motion carried unanimously.

ROLL CALL

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

8.03 RESOLUTION # 2016-03 DONATION ACCEPTANCE

A MOTION was made by Councilor Vork and seconded by Councilor O’Brien to accept donations to the Library. The motion carried 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 sent a proposal to BNSF Railroad, awaiting a response. She will be looking further at the grant opportunities.

9.02 Joint Powers Board

9.03 School Avenue

A MOTION was made by Councilor Vork and seconded by Councilor Rodd accepting the terms in the Memo from MSA dated January 7, 2016 for the total amount agreed to in the contract, also to authorize payment for the remaining balance owed to MSA less a \$10,000.00 hold back until all documents have been received. MSA will submit a revised invoice for amount due. The motion passed unanimously.

UNFINISHED BUSINESS

9.04 City Logo Contest

Councilor Gustafson directed Clerk Conway to contact A. Hagenah to check on the status of the icons to be used on the City Banners.

9.05 Civic Center/Library

A MOTION was made by Councilor Vork and seconded by Councilor O'Brien to offer MN Health Systems the entire upper level and the space east of the railing a 3 year lease at \$2,500.00 per month with a \$5,000 buildout amount. The motion passed with a nay vote by Councilor Gustafson.

9.07 Safety Committee

City employees will be having the 1st safety meeting on Monday January 25, 2016 @ 9:15 am.

9.08 Approval of 2016 Regular Meeting Schedule

A MOTION was made by Councilor Rodd and seconded by Councilor O'Brien to approve the 2016 Regular Meeting Schedule as presented. The motion passed unanimously.

9.09 Ordinances/Zoning Ordinance

Comprehensive Plan Implementation Team is taking a look at the Zoning Ordinance to give recommendations to the Council. R Jorgenson will work on combining the Carlton/Thomson Ordinances.

Meeting Suspended at 7:27pm

Meeting Resumed at 7:31 pm

NEW BUSINESS

9.10 Paul Vernon/Willows Edge

Put on hold until Paul Vernon/Willows Edge can bring costs down.

9.11 Swiftwater Adventures

Cliff Langley of Swiftwater Adventures presented a proposal to purchase the vacant property at 121 Vermillion Street. The land use plan is to put an office and kiosk on the property. The kiosk would be used to advertise local businesses and events.

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson to accept the offer of \$5,000.00 for the property located at 121 Vermillion Street. The motion passed unanimously.

9.12 Board of Appeal and Equalization

Council was informed one more person should be trained for the Boards of Appeal and Equalization.

9.13 Office Coordinator

A MOTION was made by Councilor Gustafson and seconded by Councilor Vork to hire Michelle Halling as the Office Coordinator at \$13.00 per hour with an anticipated starting date of January 19, 2016. The motion passed unanimously.

9.14 Engineer Request for Proposal

Four proposals were received and the Council would like a chance to meet the proposed Engineer for the City. Engineer interviews will be scheduled for January 28, 2016 starting at 5:30pm.

9.15 Attorney Billing Rates

City Council was presented with the new billing rates for the City Attorney.

9.16 Ambulance Pay Scale

A MOTION was made by Councilor Rodd and seconded by Councilor O'Brien to accept the Ambulance Paid on Call Pay Scale as presented. The motion passed unanimously.

9.17 Liquor at the Fire Hall – February 13, 2016

A MOTION was made by Councilor Vork and seconded by Councilor O'Brien to approve Liquor at the Fire Hall on February 13, 2016 after Bingo. The motion passed unanimously.

9.18 Minnesota Pump Works Quote

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson approve option #2 in the amount of \$2,949.00 from the quote provided. The motion passed unanimously.

9.19 Flooding Basketball Court

A MOTION was made by Councilor O'Brien and seconded by Councilor Rodd to allow the Public Works Employee's to flood of the basketball court in "Thomson" to be used as a skating rink. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

December was another very busy month for all of us. The 2016 budget was finalized, liquor licenses were issued, deposits made, water/sewer bills processed, meetings were attended, meeting minutes typed, interviews were held and Michelle Halling hired, Kwik Trip set up as an alternate fueling location, audit prep began and the End of Year process completed for yearend 2015. I also attended an Emergency Management Training during the month. Looking ahead to January: the first part of the month will be spent preparing for the audit, which is on **January 14 & 15**. Michelle is scheduled to start on January 19, 2016 so much of my time after that will be spent on training.

IMPORTANT DATES TO REMEMBER

City Audit	January 14 & 15
Martin Luther King Day	January 18 – Office Closed
Michelle Halling Start Date	January 19
Fire Department Bingo	February 13

10.02 Fire Department Report

Mayor & City Council,

We ended the year responding to 692 emergency calls last year. We responded to about 625 in 2014 making that about a 10% increase in call volume. Our EMT class is hopefully nearing the end of their course and should be testing out on their practical skills in the near future. We have had several meetings regarding the increase in pay for our EMT's and looking at ways we can improve the ambulance service during this restructuring process. One of those improvements will be the likely hiring of a part-time ambulance manager (we are in the process of building a formal job description). We have begun the process of preparing for BINGO and getting out to our local businesses requesting donations and selling BINGO tickets. We received several donations from BNSF as well as Northern Natural Gas which we plan to put towards the purchase of rescue jacks (used to stabilize vehicles that are on their side). We will be sending several members to the Arrowhead EMS conference held the third weekend of Jan. here in Duluth. We will also begin the process of acquiring the property to the south of us this spring and formulate some plans on a future ambulance building. As always we appreciate your on-going support and look forward to seeing you all at our annual BINGO!

Respectfully,

Dane

10.03 Public Works Report

Activities from December

- | | |
|--------------------------------------|---------------------------------|
| - Water plant | - School Ave Project & meetings |
| - Budgets | - Move snow |
| - Mower service/repair | - Fire 202 Chestnut |
| - Replace water service 202 Chestnut | - Service Trucks |
| - Lift stations pumps serviced | - Flush sewer line |

Activities for January

- | | |
|-------------------------|-----------------------------|
| - Well Head Protection | - Move snow |
| - Sump pump inspections | - WLSSD Meeting, I&I Report |
| - Audit | - Service 420E |
| - Service 252B | - |

Note

Waiting for radar sign programming
Drinking fountain install will happen in the spring

10.04 Library Director Report

December 2015

- o 274 patrons visited in December (open 85 hours)
- o Compass meeting - online - (left early due to fire)
- o City Council meeting
- o Movie Matinee - Minions - 3 adults, 2 children
- o Community News article
- o Made tickets for raffle
- o Raffle drawing
- o Ordered & set up 1 of 2 computer tables.
- o Purchased 3 book browsers, tv and HDMI cable with Irving donation.
- o

My annual report will be done by March. Our computer system changed mid-year and it will take longer to retrieve data. One highlight is that our patron visits has increased from 3,308 in 2014 to 4,348 in 2015. Our circulation is down. I will have better figures soon.

There will be some changes to the programs throughout the year based on last year's attendance. I am trying to advertise through the schools better.

Jodie Johnson

10.05 Council Member Report

Councilor Rodd had flyers for the Robert Rodd Memorial Scholarship being held on March 5, 2016. Councilor Vork gave a shout out to the Carlton Ambulance for service provided to some stranded motorists.

Councilor Gustafson updated the Council on the consolidation efforts for the Carlton and Wrenshall School Districts.

10.06 Mayor Report.

Mayor will be speaking to the Lions Club on Monday January 18th. The Lions Club would like to see the Comprehensive Plan as they are looking to help with a City project.

10.07 Building Official Report

TO: Mayor & City Council – City of Carlton
FROM: William J. Schlenvogt – Building Official
RE: Annual Report for 2015

Following are general statistics for building and construction activity in the City of Carlton for the year 2015:

<u>Type of Work</u>	<u>No. of Permits</u>	<u>Dollar Value</u>
New Houses	0	0
Apartment Buildings	0	0
New Commercial	1	\$ 50,000
Residential Rehabilitation	23	\$ 130,165
Commercial Rehabilitation	4	\$ 171,044
Garages	1	\$ 15,000
Other Buildings	1	\$ 2,000
Demolition	0	0
Other	<u>5</u>	<u>\$ 24,485</u>
Total	35	\$ 392,694

In addition, a total of 37 inspections of various types were performed during 2015. Inspections were performed when contacted by permit holders at the time the relevant work was ready. Notification for an inspection is the responsibility of the permit holder. I trust this information will be of use to you. Please contact me if there are any questions or concerns regarding any of it.

Respectfully Submitted,
William J. Schlenvogt
Building Official

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

Regular Meeting – February 9, 2016 @ 6pm
Joint Powers Board Meeting – January 20, 2016 @ 6:30 pm

13.00 Adjournment

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to adjourn the meeting, the time being 8:14 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway

Clerk/ Treasurer