

Carlton City Council
MEETING MINUTES
Tuesday, May 10, 2016

1.00 Call to Order & Pledge of Allegiance 6:05pm

Mayor Bureau called the meeting to order, the time being 6:05 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;

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 Vork and seconded by Councilor Rodd to approve the agenda with the following changes/additions: **7.06 Donation Request from 4-H**. 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 April 12, 2016; Special Meetings April 19, 2016 and Board of Appeal and Equalization Meeting April 28, 2016

5.02 Approval of Bills: Exhibit A dated May 10, 2016 in the amount of \$68,678.92.

5.03 Approval of Check Numbers – 29341 – 29447

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 O'Brien to approve the consent agenda with the following change: **Payroll for Alexis Jacobson will be changed to \$504.00 adjusting the exhibit amount to \$68,174.92**. The motion passed unanimously.

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

7.01 Donation Request from Carlton VFW

A **MOTION** was made by Councilor Rodd and seconded by Councilor Vork to approve a donation in the amount of \$100.00 to the Carlton VFW. The motion passed unanimously.

7.02 Retirement Invitation for Marcie Moreland

A retirement party will be held for Marcie Moreland on June 29th, 2016 from 2:00-4:00pm at the Carlton County transportation Center.

7.03 Correspondence from Minnesota Power

A power factor calculation will be applied to demand use customer which may increase the City electric bills.

7.04 Correspondence from Friends of Animals

Council directed City Staff to send a letter to Friends of Animals representative informing them the Carlton City Council will considered a donation be budgeted for 2017.

7.05 Old Highway 61

A MOTION was made by Councilor O'Brien and seconded by Councilor Rodd to purchase an Old Highway 61 sign for \$61.00. The motion passed unanimously.

7.06 4-H Donation Request

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to approve a \$300 donation to 4-H for the bike rodeo. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.02 RESOLUTION 2016-12 DONATION ACCEPTANCE

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to accept the donations to the library in the amount of \$2745.00. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Trail Extension

An email was received from Kent Skaar which stated the addendum sent by the City Attorney has been forwarded to the Department of Natural Resources (DNR) legal team and upon quick review revealed nothing that causes concern.

9.02 Joint Powers Board

Mayor Bureau informed the Council that the bonding for the water line project is still being considered at the State legislator during this session. The next Joint Powers Board meeting will be held on June 2nd, 2016 at 6:00 pm.

9.03 Civic Center

The lower level is ready for painting and flooring which will begin the week of May 16th. The new banners have arrived and will be up in time for Memorial Day.

UNFINISHED BUSINESS

9.04 Thomson Hall Sale

Two relators were contacted for a market analysis but no information has been received yet.

9.05 Green Cities

Tabled until next month.

9.06 Ordinance s

A Special Meeting was set for May 24, 2016 at 5:30pm

9.07 Paul Vernon Rezone

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to put the Paul Vernon Rezone issue on a long term suspension. The motion passed unanimously.

9.08 337 North Avenue

A MOTION was made by Councilor Gustafson and seconded by Councilor Rodd to have City Attorney Bill Helwig write a letter to Mr. Gerald Anderson and Mr. Terry Wells informing them the exterior (siding, roof, windows and doors) of the dwelling must be completed not later than September 15, 2016. The motion passed unanimously.

9.09 30 Dalles Avenue

Carlton County Human Services requested an inspection of this property and it was determined the dwelling is in very poor condition and has an assessed value of \$0.00. The property can be sold by either the property owner or Carlton County Human Services.

9.10 Cemetery Logging

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to have the trees cut contingent on putting a plan together to make the cemetery self-sustaining in the future. The motion passed unanimously.

Roll Call

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

9.11 Four Seasons

Four Seasons was vandalized and two (2) windows on the North side were broken.

9.12 Erin Berg – Rabbits

A MOTION was made by Councilor Gustafson and seconded by Councilor to O'Brien to allow two (2) non mating rabbits with a proper enclosure within Carlton City limits. The motion passed unanimously.

NEW BUSINESS

9.15 Motion to Accept Audit

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to accept the 2015 Audit that was presented at the April 12, 2016 Regular Councilor Meeting. The motion passed unanimously.

9.16 Joint Powers Agreement Regarding the Ongoing Operation of the Cloquet Cable Commission

A MOTION was made by Councilor Rodd and seconded by Councilor Gustafson to accept the Joint Powers Agreement Regarding the Ongoing Operation of the Cloquet Cable Commission. The motion passed unanimously.

9.17 Hiring of Michelle Halling

A MOTION was made by Councilor Rodd and seconded by Councilor O'Brien to approve the permanent hiring of Michelle Halling. The motion passed unanimously.

9.18 Pay Equity/Budget

Pay Equity will have to be completed by December 2016. Budgeting for 2017 will begin soon

9.19 Streetcar

A letter was sent to the Streetcar about garbage not being secure and blowing around the City. The Streetcar will begin to have twice a week pickup.

9.20 Pavilion Quotes

A MOTION was made by Councilor Gustafson and seconded by Councilor O'Brien to approve the Sparkle Wash of the Northland quote in the amount \$1,970.00 to power wash and stain the "Welcome to Carlton" signs. The Council denied the quote for power washing and staining the Pavilion. The motion passed unanimously.

9.21 Ambulance Manager

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to accept the Ambulance Manager Job Description and to start the hiring process for an Ambulance Manager. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Activities completed in April

- ✓ Planning Commission Meeting and meeting minutes typed
- ✓ Salary Survey completed for State
- ✓ City Council Meeting and meeting minutes typed
- ✓ Bank reconciliation completed
- ✓ Attended Four Season Meeting
- ✓ Emptied File Cabinets at Thomson Hall
- ✓ Worked on obtaining phone system passwords
- ✓ Board of Appeal and Equalization Meeting and meeting minutes typed
- ✓ Cleaned out file cabinets
- ✓ Moved office files upstairs
- ✓ Cemetery locates
- ✓ Water Billing

10.02 Fire Department Report

10.03 Public Works Report

Activities from April

- | | |
|-------------------------------|-------------------------|
| - Office Work | - City Hall Repair |
| - Water Supply Plan | - Clean Water Plant |
| - Safety Meeting | - Sweep Sidewalks |
| - Civic Center Repairs/Quotes | - Feasibility study WTP |
| - DNR Report | - Red Truck repair |
| - Clean up Garbage | - Transportation Night |
| - WLSSD Exceedance Letter | |

Activities for May

- | | |
|--------------------------------|-----------------|
| - Well Head Protection | - Office work |
| - Civic Center Repairs/updates | - Move upstairs |
| - Water Supply Plan | - CIP Plan |

- Personnel policy
- Water sampling
- Flags, Banners
- Sump Pump inspections

- GIS
- Carlton Clean up
- Cemetery prep
- Sump Pump connections 2nd St.

Note

Radar signs –Thomson – Installed and working. County Road 1 sign, waiting for it to come back from repairs
 Looking to get Pavilion, Kiosk, and welcome sign getting stained
 Drinking fountain install will happen in the spring
 Carlton Clean May 17 2016.

10.04 Library Director Report

- o 415 patrons visited in April (open 83 hours)
- o City Council meeting
- o Weeded books that have not been checked out in over 10 years
- o Boxing up and moving items from back office to City Hall
- o Prepared handouts for Carlton Kindergarten Round-Up
- o Printed tickets for Bucket Raffle
- o Set up tables for display of raffle items
- o Mythology Duluth Playhouse Legacy Program - 3 adults, 3 children
- o iPad class - 2 participants
- o Board Meeting
- o FOL Meeting
- o Replaced lightbulbs
- o Movie Matinee - The Good Dinosaur - 5 adults, 7 children
- o Contact ALS, NESC regarding move
- o Begin schedule for volunteers/advertising
- o Summer Reading flyers
- o Shari from ALS visit Carlton Library
- o Online donation requests to: Kwiktrip, MN Power & Walmart for new shelves
- o Compass meeting (ALS Staff)

I am spending a lot of time on plans for the move and finding volunteers. We still do not have the cost for fiber installation. ALS is checking with NESC regarding the quote we were given.

10.05 Council Report

Councilor Rodd requested Clerk Conway to apply to the State for approval to close the road during Carlton Daze.

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

- MS 150 Bike Race – June 11, 2016
- Regular Council Meeting – June 14, 2016 @ 6:00pm

13.00 Adjournment

A MOTION was made by Councilor Rodd and seconded by Councilor O’Brien to adjourn the meeting, the time being 8:36 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
 Clerk/ Treasurer