

Carlton City Council
MEETING MINUTES
Tuesday, July 12, 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, W. Vork

Council Absent: A. Gustafson

Staff Present: Clerk/ Treasurer C Conway; Public Works Superintendent D; Wolf, Librarian, J. Johnson

Others Present: David Bolf and Tom DeMaris, Northland Engineering; Chris Nyberg, Cooperative Light and Power

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 additions: **8.02 Resolution 2016-14, 8.03 Resolution 2016-15; 9.15 –add Andy Bailey and Cynthia Fisher.** 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 June 14, 2016; Special Meetings June 21, 2016 and Special Meeting June 27, 2016

5.02 Approval of Bills: Exhibit A dated July 12, 2016 in the amount of \$353,339.39.

5.03 Approval of Check Numbers – 29567 – 29684

Voided Checks – 29594, 29622, 29635

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 Vork and seconded by Councilor Rodd to approve the consent agenda removal of duplicate PFA, \$89, 2789.65 from the exhibit changing the total amount to \$264,060.74. The motion passed unanimously.

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

7.01 Donation Request from Carlton Community Education – Summer Learning Camp

A **MOTION** was made by Councilor Rodd and seconded by Councilor O’Brien to approve a donation in the amount of \$300.00 to Carlton Community Education for the Summer Learning Camp . The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2016-13 Resolution for Donation Acceptance

A **MOTION** was made by Councilor Vork and seconded by Councilor O’Brien to accept the donations to the library in the amount of \$25.00. The motion passed unanimously, with Councilor Gustafson absent.

Roll Call

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

8.02 Resolution 2016-14 Resolution Approving an Addendum to the 1995 Agreement Between the City of Carlton and the State of Minnesota Entitled “Amendment No. 1 to Contract No. M-1609”

A **MOTION** was made by Councilor Rodd and seconded by Councilor Vork to pass the Resolution 2016-14 adding the addendum to the 1995 agreement. The motion passed unanimously, with Councilor Gustafson absent.

Roll Call

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

8.03 Resolution 2016-15 Resolution Approving the Construction of a Trail Spur to Complete the City Trail Connection to the Munger and Alex Laveau State Trails

A **MOTION** was made by Councilor Rodd and seconded by Councilor O’Brien to pass the Resolution 2016-15 to allow construction to begin for the trail connection. The motion passed unanimously with Councilor Gustafson absent.

Roll Call

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

9.00 General Business

PROJECT UPDATES

9.01 Trail Extension

A MOTION was made by Councilor Rodd and seconded by Councilor O'Brien to approve the quote in the amount of \$10,200.00 from D&B Trucking Excavating for the trail extension. The motion passed unanimously.

9.02 Joint Powers Board

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to approve the Equipment Agreement with Twin Lakes Township. The motion passed unanimously.

9.03 Civic Center

The Library is all moved in and opened. The restoration/move project is complete for this year.

UNFINISHED BUSINESS

9.04 Thomson Hall Sale

The market analysis for the building came in at \$179,900.00 with an anticipated sales price in the range of \$160,000 to \$170,000.00.

9.05 Green Cities

A MOTION was made by Councilor Vork and seconded by Councilor O'Brien to not pass the Green Cities Resolution at this time. The motion passed unanimously.

9.06 Ordinance s

Next meeting will be Tuesday July 19, 2016 @ 5:30pm.

9.07 337 North Avenue

City Attorney Helwig will be sending a second letter informing the owners the work on the property needs to be started immediately. If work has not begun by August the Council can start the demolition process.

9.08 30 Dalles Avenue

9.09 Four Seasons Baseball Injury

Mayor Bureau updated the Council about possibility of this claim being filed against the City insurance.

NEW BUSINESS

9.10 Northland Engineering – Capital Improvement Plan (CIP)

Tom DeMaris presented the draft of the Capital Improvement Plan. The next step would be to meet with Dick Grabco to discuss possible grant opportunities. Council will review until next the next Regular Council Meeting on August 16, 2016.

9.11 Cooperative Light and Power (CLP) – Antenna on Water Tower

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to allow CLP to add a 12 inch by 12 inch antenna to the top of the water tower and add a door sensor to alert Public Works Staff when the water tower has been entered. The motion passed unanimously, with Councilor Gustafson absent. The motion passed unanimously.

9.12 Resignation of Marlyn Ninneman

A MOTION was made by Councilor Rodd and seconded by Councilor O'Brien to accept the resignation of Marlyn Ninneman. The motion passed unanimously, with Councilor Gustafson absent.

9.13 Concrete Repair at Fire Hall

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to approve the concrete repair at the Fire Hall by Biebl Concrete in the amount of \$2,900.00. The motion passed unanimously, with Councilor Gustafson absent.

9.14 Approval of Ambulance Manager – Erik Bergstedt and Second Chief – Lee Schleonka

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to approve Erik Bergstedt as Ambulance Manager and Lee Schleonka as Second (2nd) Assistant Chief. The motion passed unanimously, with Councilor Gustafson absent.

9.15 Approval of Recycle Shed Keeper – Leola Rodd, Bob Bureau, Andy Bailey and Cynthia Fisher

A MOTION was made by Councilor O'Brien and seconded by Councilor Vork to approve the hiring of Bob Bureau, Andy Bailey and Cynthia Fisher as Recycle Shed Keepers. The motion passed unanimously, with Councilor Gustafson absent and Mayor Bureau abstaining.

A MOTION was made by Councilor O'Brien and seconded by Councilor Vork to approve the hiring of Leola Rodd as Recycle Shed Keeper. The motion passed unanimously with Councilor Gustafson absent and Councilor Rodd abstaining.

9.16 Drop Houses

Council directed staff to obtain additional information on drop houses to present at the Regular Council Meeting on August 16, 2016. The motion passed unanimously with Councilor Gustafson absent.

9.17 Copier Lease Quotes

A MOTION was made by Councilor Rodd and seconded by Councilor O'Brien to allow the City Staff to choose which copier they would like to lease. The motion passed unanimously, with Councilor Gustafson absent.

9.18 Approve Transfer of Funds from Fund 320 to Fund 420, Close Fund 320

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to transfer funds from Fund 320 to Fund 420 and to close Fund 320. The motion passed unanimously, with Councilor Gustafson absent.

9.19 Site Plan – Swiftwater Adventures

Council reviewed the Site Plan for the property located at 121 Vermillion Street.

9.20 Dump Truck

Superintendent Wolf present a quote from Astleford International for a new dump/plow truck. Council directed Superintendent Wolf to continue to look for a used dump/plow truck.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Activities completed in June

- ✓ Agenda Packet/Meeting Minutes
 - ✓ Bank Reconciliation and Interest Allocation
 - ✓ Cemetery Locates
 - ✓ Submit Ambulance Runs
 - ✓ Ordinance Meeting & Updating of Ordinance Changes
 - ✓ Attend Radio Training
 - ✓ Process building permits
 - ✓ Letter to Election Judges
 - ✓ Record Burials
 - ✓ Meet with Reps from Metro Sales and Toshiba
 - ✓ Ambulance Interviews
- Office will be closed from 8am to 12:30pm on Monday July 18. Staff will be attending election judge training.
 - Carol and Michelle are off on Friday July 22. Jodie will be covering for us.

Carol Conway
Clerk/Treasurer

10.02 Fire Department Report

10.03 Public Works Report

- Office Work
 - Water Supply Plan
 - Safety Meeting
 - Feasibility study WTP
 - Paint Crosswalks
 - Sunrise Water Valve
 - Shed installed Cemetery
 - Well 4 Repairs
 - Cemetery Repairs
 - Civic Center Roof
 - Recycle center replacement position
- Well Head Protection
 - Civic Center Repairs/updates
 - Water Supply Plan
 - Personnel policy
 - Water sampling
 - Sump Pump inspections
 - Remove sewer meter
 - Ditch next to Munger Trail
 - Flush Hydrants

Activities from June

- Spread Dirt
- CIP Plan
- 2nd Street Connections
- Generator Twin Lakes
- Ordinances
- Mow
- Clear cutting Cemetery, wetland
- Dump Truck Quotes
- Funerals
- Disc Golf
- Bike Trail Quotes

Activities for July

- Office work
- Black Dirt Spread
- CIP Plan
- GIS
- Mow
- Sump Pump connections 2nd St.
- 121 Vermillion Culvert
- Outhouse repairs
- Clean basin 4

Note

Derek off – 7/13, 7/15

10.04 Library Director Report

- 295 patrons visited in June (open 31 hours)
- Board Meeting
- Legacy Program - Pushing Chain - 6 adults, 11 children
- Kid's Stuff - Duke Otherwise - 11 adults, 24 children
- MOVED THE LIBRARY

June was a wild month. There were a lot of great volunteers to help with the move. Everything went well.

The Library was closed for three weeks. I was paid for the regular open hours for the library which was 61.5 hours.

My actual hours worked was 98.75 hours.

I will be cleaning out the old location during July.

Jodie Johnson

Library Director

10.05 Council Member Report

10.06 Mayor Report

Mayor Bureau announced she will run be running for Mayor for one (1) more term.

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

Ordinance Meeting – July 19, 2016 @ 5:30pm

City Hall Open House – July 29, 2016 – 9:00am to 2:00pm

Public Hearing – August 1, 2016 @ 7:00pm

Primary Election – August 9, 2016

Regular Council Meeting – August 16, 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 8:20 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer