

Carlton City Council
MEETING MINUTES
Tuesday, August 16, 2016

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

Acting Mayor Rodd called the meeting to order, the time being 6:00 pm.

2.00 Roll Call – Agenda Additions/ Deletions

Council Present: Acting Mayor, L. Rodd; W. Vork, S. O'Brien, W. Vork

Council Absent: Mayor K. Bureau

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

Others Present: Jane Holmes, Elizabeth Beck, Marlys McKinstry

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 O'Brien to approve the agenda with the following additions: **7.03 Email from Dougherty Markets; 8.02 Resolution 2016-17; 9.08 Ordinance 203.** 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 July 12, 2016, Special Meeting July 19, 2016, Special Meeting July 25, 2016, Special Meeting August 1, 2016, Public Hearing August 1, 2016, Special Meeting August 8, 2016

5.02 Approval of Bills: Exhibit A dated August 16, 2016 in the amount of \$365,417.79.

5.03 Approval of Check Numbers – 29685 – 29806

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 Vork Councilor to approve the consent agenda. The motion passed unanimously.

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

7.01 Memo from Minnesota Department of Health

No deficiency were found with the water system.

7.02 Thank you from Girl Scouts

7.03 Email from Dougherty Markets

Inter-Faith Care Center would like to refund the 2006 Bonds. The City holds the bonds but Inter-Faith is financially responsible for them.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2016-16 Resolution for Donation Acceptance

A Motion was made by Councilor Gustafson and seconded by Councilor Vork to accept the donations to the library in the amount of \$25.00 and the Grant to the Fire Department from Enbridge in the amount of \$2,000.00. The motion passed unanimously, with Mayor Bureau absent.

Roll Call

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

8.02 Resolution 2016-17 A Resolution Ordering the Removal of a Hazardous Building Located at 337 North Avenue in the City of Carlton

A Motion was made by Councilor Gustafson and seconded by Councilor O'Brien to pass the Resolution 2016-17 ordering the removal of a hazardous building located at 337 North Avenue. The motion passed unanimously, with Mayor Bureau absent.

Roll Call

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

9.00 General Business

PROJECT UPDATES

- 9.01 Trail Extension**
- 9.02 Joint Powers Board**

UNFINISHED BUSINESS

9.03 Thomson Hall Sale

A Motion was made by Councilor Vork and seconded by Councilor O'Brien to authorize Clerk Conway and Mayor Bureau to negotiate a contract F.I. Salter for the sale of Thomson Hall.

9.04 Ordinances

9.05 337 North Avenue

Resolution 2016-17 was passed authorizing the demolition of property. City Attorney Helwig will get the demolition process started.

9.06 30 Dalles Avenue

9.07 Four Season Baseball Injury Claim

An adjuster from the League of Minnesota Cities was here to tour the Four Season's building and gather information. A letter will be sent with his decision on the claim.

9.08 Drop Houses/Granny Pods

A Motion was made by Councilor Vork and seconded by Councilor O'Brien to approve and pass Ordinance 203 effective after publication to opt-out of the temporary family health care dwellings statute.

Roll Call

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

9.09 Budget Meeting

Meeting was set for September 7, 2016 @ 6:00pm.

9.10 Pay Equity

NEW BUSINESS

9.11 Liz Beck – water bill

A Motion was made by Councilor Vork and seconded by Councilor Gustafson to write off the water usage portion of the bill in the amount of \$156.38. The motion passed unanimously, with Mayor Bureau absent.

9.12 Hydrant Purchase

A Motion was made by Councilor O'Brien and seconded by Councilor Gustafson to allow Public Works Superintendent Derek Wolf to purchase two (2) fire hydrants. The motion passed unanimously, with Mayor Bureau absent.

9.13 Drinking Fountain Jug Filler

Council was informed of people using the jug filler on the drinking fountain in the DNR Park to fill multiple gallon jugs of water.

9.14 Election Wages – Jody Johnson

A Motion was made by Councilor Gustafson and seconded by Councilor O'Brien to approve office wages for the time working at the election. The motion passed unanimously, with Mayor Bureau absent.

9.15 Liquor at the Fire Hall for Steak Fry

A Motion was made by Councilor Gustafson and seconded by Councilor Vork to allow liquor at the Fire Hall for the steak fry. The motion passed unanimously, with Mayor Bureau absent.

9.16 Zoning Ordinance Acceptance

Meeting set for September 7, 2016 @ 6:00pm.

9.17 Approval of Comprehensive Plan Change

A Motion was made by Councilor Gustafson and seconded by Councilor Vork to change the Institutional Zone to R-2 Residential. The motion passed unanimously, with Mayor Bureau absent.

Councilor Gustafson requested the Comprehensive Plan be reviewed regularly. Comprehensive Plan will be added to the October agenda.

9.18 Accept Capital Improvement Plan

A Motion was made by Councilor Vork and seconded by Councilor O'Brien to accept the Capital Improvement Plan presented by Northland Engineering on July 12, 2016. The motion passed unanimously, with Mayor Bureau absent.

9.19 Set Budget Meeting

A budget meeting was set for September 7, 2016 at 6:00pm.

9.20 Employee Evaluations

City Council will meet on September 7, 2016 at 5:00pm to fill discuss employee performance. Evaluations will be performed after that time by the Mayor and one or two Council members.

9.21 148 Vermillion Street

Building Official Bill Schlenvogt sent a letter to the owner addressing the condition of the property.

9.22 3.2 Off Sale Fee

Tabled until next month.

9.23 Approval to start Certification Process for Water-Sewer Late Fees

A Motion was made by Councilor Vork and seconded by Councilor Gustafson to begin the Certification Process for delinquent water/sewer utility and unpaid licensing fees. The motion passed unanimously, with Mayor Bureau absent

9.24 Forgive Late Fees

A Motion was made by Councilor Gustafson and seconded by Councilor Vork to forgive the late fees on account number's 534 (\$470.95) and 516 (\$264.98) The motion passed unanimously, with Mayor Bureau absent.

9.25 Future Funding Options

Councilor Gustafson would like to investigate different avenues to raise revenue. Clerk Conway was directed to look into a beverage tax vs. sales tax.

9.26 UMD/KCI Water Line Project Collaboration

University of Minnesota Duluth/Kayak and Canoe Institute would like to look at getting a water line run to the Kayak Center.

9.27 Ambulance Write Offs for First and Second Quarter

A Motion was made by Councilor Gustafson and seconded by Councilor O'Brien to accept ambulance write-offs in the amount of \$257,089.07. The motion passed unanimously, with Mayor Bureau absent.

9.28 Cable Commission Representative.

Note will be added to the water bill to try find a Cable Commission Representative.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Activities completed in July

- Agenda Packet/Meeting Minutes
- Bank Reconciliation and Interest Allocation
- Cemetery Locates/Update Cemetery Records
- Submit Ambulance Runs
- Ordinance Meeting & Updating of Ordinance Changes
- Election Training
- Process building permits
- Work Comp Renewal
- Record Burials
- MN New Hires Update, Payroll, Accounts Payables
- Quarterlies
- Open House

Carol Off – August 18 & 19

Carol Conway
Clerk/Treasurer

10.02 Fire Department Report

10.03 Public Works Report

Activities from July

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| <ul style="list-style-type: none"> - Office Work - Water Supply Plan - Safety Meeting - Feasibility study WTP - Ordinances - Mow - Clear cutting Cemetery, wetland - Dump Truck Quotes | <ul style="list-style-type: none"> - Multiple power outages - Lift Station Repairs - Flush Hydrants - Fence Mcfarland Park - Storm Sewer 121 Vermillion - Disc Golf - Burials - Concrete replace |
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Activities for August

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| <ul style="list-style-type: none"> - Well Head Protection - Civic Center Repairs/updates - Water Supply Plan - Personnel policy - Water sampling - Sump Pump inspections - Ditch next to Munger Trail - Clean basin 4 | <ul style="list-style-type: none"> - Office work - Replace hydrant Gillespie Dr - Replace hydrant 212 4th St South - GIS - Mow - Update emergency plan - Budget prep - Sanitary sewer |
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10.04 Library Director Report

July 2016

- 407 patrons visited in July (open 75 hours)
- Board Meeting
- Legacy Program - Tortoise and the Hare - 7 adults, 13 children
- Kid's Stuff - Duke Otherwise - 8 adults, 17 children
- Donated items
- Carlton daze - FOL Book Sale and Bake Sale

*The Library usage has remained steady since the move. The meeting room works well for activities.

*Public Works has done an amazing job helping the Library settle in. Thank you!!

*The summer reading program is going well. It will end August 31.

Jodie Johnson
Library Director

10.05 Council Member Report

Councilor Vork thanked all Council Members for the time spent together on the Council, he has enjoyed working with them.

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

Fire Board Meeting – August 17, 2016 @ 6:30pm at Fire Hall

Regular Council Meeting – September 13, 2016 @ 6:00pm

13.00 Adjournment

A MOTION was made by Councilor Vork and seconded by Councilor Gustafson to adjourn the meeting, the time being 8:21 pm. The motion passed unanimously with Mayor Bureau Absent.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer