

Carlton City Council
MEETING MINUTES
Tuesday, September 13, 2016

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

Mayor Bureau called the meeting to order, the time being 6:03 pm.

2.00 Roll Call – Agenda Additions/ Deletions

Council Present: Mayor K Bureau; Councilors L. Rodd; W. Vork, S. O'Brien, W. Vork

Council Absent: None

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

Others Present: Marlys McKinstry, Julianne Emerson, Gwen Carman

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 Rodd to approve the agenda with the following additions: 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 August 16, 2016, Two (2) Special Meetings August 31, 2016

5.02 Approval of Bills: Exhibit A dated September 13, 2016 in the amount of \$85,665.80.

5.03 Approval of Check Numbers – 29807 – 29947

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 Rodd and seconded by Councilor O'Brien to approve the consent agenda. The motion passed unanimously.

6.00 Public Hearings

7.00 Petitions, Communications & Correspondence

- 7.01 Thank you from Carlton 5K
- 7.02 Thank you from Carlton Community Education Learning Camp
- 7.03 Thank you from Northern Bedrock

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2016-18 Resolution Relating to a Health Care and Housing Facilities Revenue Bond Issue for Inter-Faith Social Services, Inc. by the City of Carlton

A Motion was made by Councilor Rodd and seconded by Councilor Vork to pass the resolution. The motion passed unanimously.

Roll Call

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

9.00 General Business

PROJECT UPDATES

9.01 Trail Extension

The trail should be started sometime the week of September 12, 2016.

9.02 Joint Powers Board

Public Works Superintendent updated the Council on the status of the Highway 210 Waterline/Water Treatment Plant Project. Applications need to be completed and an Environmental Study has to be completed, the cost will be \$24,500.00.

A Motion was made by Councilor Gustafson and seconded by Councilor O'Brien to pay half (\$12,250.00) of the cost. The motion passed unanimously.

Roll Call

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

UNFINISHED BUSINESS

9.04 Thomson Hall Sale

Council directed Clerk Conway to contact Relators in order to put Thomson Hall on the market.

9.05 Ordinances

A Special Meeting was set for Wednesday September 21, 2016 at 6:30pm

9.06 337 North Avenue

Randall Howell did not attend. Added to Special Meeting on Wednesday September 21, 2016 at 6:00pm.

9.07 30 Dalles Avenue

9.08 Four Season Baseball Injury Claim

A letter was received from the League of Minnesota Cities Insurance Trust denying the claim.

9.09 Budget Meeting

Special Meeting set for Wednesday September 21, 2016 @ 6:30pm

9.10 Pay Equity

A Motion was made by Councilor Gustafson and seconded by Councilor O'Brien to increase the Librarian's wage \$2.50 effective January 1, 2017. This will put the City in compliance with Pay Equity. The motion passed unanimously.

9.11 3.2 Off Sale

A Motion was made by Councilor Vork and seconded by Councilor Gustafson to allow 3.2 Off Sale License in the City of Carlton, with a \$50.00 per year fee. The motion passed with Councilor Rodd and Councilor O'Brien voting Nay.

Roll Call

| | |
|-----------|-----|
| Rodd | Nay |
| O'Brien | Nay |
| Gustafson | Aye |
| Vork | Aye |
| Bureau | Aye |

9.12 Future Funding Options

Council would like to continue looking at other options.

9.13 Cable Commission Representative

Advertisement to be put in the Carlton Community News.

9.14 Hydrant Purchase/Ferguson Invoice

Public Works Superintendent updated the Council on the reason for the increase in price on the Ferguson Invoice.

NEW BUSINESS

9.15 Gwen Carmen – Carlton School

Gwen Carmen was present to inform the Council of the operating levy that will be on the ballot in November. The School District is asking voters to continue the levy that is expiring this year.

9.16 Blacktop Patching

A Motion was made by Councilor Vork and seconded by Councilor Rodd to accept the 3-D Construction proposal in the amount of \$4,425.80 for blacktop patching. The motion passed unanimously.

9.17 Electronic Bank Statements

Council approved to receive electronic bank statements to be sent to Mayor Bureau's email.

9.18 Payroll Direct Deposit

A Motion was made by Councilor Vork and seconded by Councilor O'Brien to approve the purchase of the direct deposit module from Banyon Data Systems. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Activities completed in August

- ✓ Agenda Packet/Meeting Minutes
- ✓ Bank Reconciliation and Interest Allocation
- ✓ Cemetery Locates/Update Cemetery Records
- ✓ Submit Ambulance Runs
- ✓ Ordinance Meeting & Updating of Ordinance Changes
- ✓ Prepare Zoning Ordinance Summary
- ✓ Primary Election
- ✓ Assist with DNR water report
- ✓ Disc Golf Agreement
- ✓ Prepare for and attend Fire Board Meeting
- ✓ Attend County GIS Meeting
- ✓ Budgets
- ✓ Pay Equity Report

- Carol Off - August 13-15

•

Carol Conway
Clerk/Treasurer

10.02 Fire Department Report

Fire Chief Johnson updated the Council on the Wildland Fire Truck. Spec's will be sent out for bids starting September 14, 2016 and the Fire Officers would like to have the bid opening at 5:30pm on October 11, 2016.

Mayor and City Council,

We have currently responded to 435 emergency calls as of 8/30/2016, this is ahead of our pace from 2015. We continue to get our new EMT's through the department's orientation process. We were awarded two more grants in August from MN Energies (\$1,000) and the MN DNR (\$4,000 - 50/50 local match). These funding sources will be added to the \$2,000 from Enbridge to buy all the firefighters on the department new helmets. We are grateful that these grants are available to services like ours. Our department held several trainings in August including a joint search and rescue exercise with Esko and Wrenshall in Jay Cooke State Park and a high angle technical rescue evolution also in Jay Cooke utilizing new rope gear that was purchased by the Carlton Fireman's Relief Association. Members have been busy planning for our annual Steak Fry Event which will be held September 10th at 5 pm. We completed building the spec for our wildland / utility truck. We plan to have solicitation for bids go out in the coming weeks with a bid opening in early October. Asst. Chief Wolf used our ladder truck in conjunction with Esko's ladder truck to hoist a flag over I-35 during a funeral escort traveling through Carlton for two firefighters that were killed in an accident in Blaine, MN. Our members also facilitated a CPR class for teachers at the Carlton High School in preparation for the start of the school year. We hope you all enjoy what we have left of summer and hope to see you at Steak Fry. Thank you for your continued support!

Dane Johnson

Fire Chief

Carlton Fire & Ambulance

office (218) 384-4158

10.03 Public Works Report

Public Works Superintendent Wolf attended the Carlton School Board Meeting on September 12, 2016 and received approval from the Carlton School Board to allow Donohue to conduct soil borings on School Property. The Disc Golf agreement need a couple of changes before approval.

Replaced hydrant and 4 valves at Gillespie and County Road 3

Replaced Hydrant and 2 valves on 4th Street South

Rebuild hydrant 3rd street and North Ave

Repaired Valve box at 2nd street and Maple Ave

94 Dump Truck repair – new rear springs –

Budgets

Submitted draft of DNR water supply plan

Prepare black top quotes

Funerals

Mow

Bike trail extension should start this month

Upgraded lights at garage and water tower.

10.04 Library Director Report

Librarian Johnson informed the Council she will be losing a Library Board Member at the end of the year.

- 333 patrons visited in August (open 93 hours)
- Took leftover books from sale to Good Will
- Legacy Program - Patrick Mader - 3 adults, 2 children
- Legacy Program - Creativity Tank - 3 adults, 1 children
- Summer Read Activity - Origami Frogs - 3 adults, 13 children
- Summer Read Activity - Relay Races - 3 adults, 16 children
- Compass Meeting (ALS Library Directors)
- Council Meeting
- 2017 budget
- 2017 activity schedule

There were an amazing number of reading logs turned in for the Summer Reading Program. There were 18 youth registered and there were about 90 logs returned which would be 900 minutes of reading. The activities were well attended as well. I will continue to promote the Summer Reading Program at both Carlton and Wrenshall schools.

Jodie Johnson

Library Director

10.05 Council Member Report

10.06 Mayor Report

Minnesota Whitewater Rafting is looking for support from the City for a multi-race (running, biking, and rafting) they are organizing.

A Motion was made by Councilor Rodd and seconded by Councilor Gustafson to suspend the regular meeting and open the closed meeting, the time being 7:44pm. The motion passed unanimously.

Regular meeting was reopened at 7:55pm.

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS

Regular Council Meeting – October 11, 2016 @ 6:00pm

Fire Board Meeting – October 19, 2016 @ 6:30pm at Fire Hall

13.00 Adjournment

A MOTION was made by Councilor O'Brien and seconded by Councilor Gustafson to adjourn the meeting, the time being 8:00 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer