

Carlton City Council
MEETING MINUTES
Tuesday, October 11, 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; Councilors L. Rodd; A. Gustafson, 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: Tim Zwickey, Aaron Lehto

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 Vork to approve the agenda as presented. 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 September 13, 2016, Special Meeting September 21, 2016

5.02 Approval of Bills: Exhibit A dated October 11, 2016 in the amount of \$183,409.92.

5.03 Approval of Check Numbers – 29948 – 230062

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: change Acting Mayor Rodd to Mayor Bureau in 1.00 on the September 13, 2016 Meeting Minutes. The motion passed unanimously.

Regular Council Meeting was suspended at 6:06pm and the Public Hearing Opened.

6.00 Public Hearings

6.01 Inter-Faith Bond Issuance

Mr. Zwickey was present to answer any question the public may have about the bond issuances. No public was present. Mr. Zwickey informed the City Council on the following: use of the additional funds being taken out with the bond refunding, Inter-Faith has been rate as a four (4) star facility by the State of Minnesota, the facility is in a good financial position with large cash reserves.

A Motion was made by Councilor Rodd and seconded by Councilor Vork to close the Public Hearing on the Inter-Faith Bond Issuance and open the Public Hearing on the Zoning Map Approval, the time being 6:15pm. The motion passed unanimously.

6.02 Subdivision Ordinance/ Zoning Map Approval

Subdivision Ordinance has not been received by Northland Engineer's. Another Public Hearing will be needed.

A Motion was made by Councilor Gustafson and seconded by Councilor O'Brien to approve the Zoning Map change for Dalles Avenue as presented. The motion passed unanimously.

Roll Call

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

A Motion was made by Councilor Rodd and seconded by Councilor Gustafson to close the Public Meeting and reopen the Regular Council meeting, the time being 6:23pm. The motion passed unanimously.

7.00 Petitions, Communications & Correspondence

7.01 Thank you from Inter-Faith Care Center

7.02 Donation request from Carlton High School Baseball and Girls Basketball

A Motion was made by Councilor Vork and seconded by Councilor Gustafson to approve the donation request from the Carlton High School baseball and girls basketball in the amount of \$200.00. The motion passed with Mayor Bureau Abstaining.

Roll Call

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

7.03 Donation request from Carlton VFW Auxiliary

A Motion was made by Councilor Rodd and seconded by Councilor O'Brien to approve the donation request from the Carlton VFW Auxiliary in the amount of \$500.00. The motion passed unanimously.

Roll Call

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

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2016-1 Resolution Authorizing the Issuance, Sale and Delivery of Health Care and Housing Facilities Revenue Bonds (Inter-Faith Care Center), Series 2016

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 extension has been completed. Councilor Gustafson requested signage with direction arrows to other trails be installed.

9.02 Joint Powers Board

UNFINISHED BUSINESS

9.04 Thomson Hall Sale

A Motion was made by Councilor Vork and seconded by Councilor Gustafson to list the sale price at \$164,800.00. The motion passed unanimously.

A Motion was made by Councilor Gustafson and seconded by Councilor Rodd to sign the Realtor contract with Ron Tondryk of East West Realty excluding the sale of the property to Bill & Bonnie DeBondt, who contacted The City of Carlton before the property was listed for sale by East West Realty. The motion passed unanimously.

9.05 Ordinances

Completed Ordinance have been sent to the City Attorney for review.

9.06 337 North Avenue

Mr. Gerald Anderson contacted the City and said he is going to have the house torn down. Hopefully this will happen the first part of November.

9.07 30 Dalles Avenue

There is a party interested in buying the property. An offer has been made to Carlton County Human Services and they are waiting for a reply.

9.08 Budget Meeting

Special Meeting set Monday October 24, 2016 @ 6:00pm

9.09 Pay Equity

Clerk Conway and Public Works Superintendent Wolf will be meeting to determine the point that will be applied to the Full Time Maintenance person.

9.10 Future Funding Options

Information was presented on implementing a City beverage tax or sales tax. No further action was taken.

9.11 Cable Commission Representative

An ad will be in the next issue of the Carlton Community News.

9.12 Comprehensive Plan Review

A Motion was made by Councilor Gustafson and seconded by Councilor Rodd to table the Comprehensive Plan Review. The motion passed unanimously.

NEW BUSINESS

9.15 Four Seasons – Aaron Lehto

Mr. Lehto was presented to represent the Four Seasons Board, he informed the Council on what has been happening with the facility. He presented the 2016/2017 Proposed Operating Budget and the 2017/2018 Tentative Budget. The Board would like to hire a facilities manager within the next year. There will be some large capital expenditures needed within the next few years.

9.16 Approval of Election Judges

A Motion was made by Councilor Rodd and seconded by Councilor O'Brien to approve Jodie Johnson, Michelle Halling, Larry Penk, Rosemary Tobin, Deanna Blue and Lillian Moore as Election Judges for the General Election.

A Motion was made by Councilor Gustafson and seconded by Councilor Vork to authorizing City Clerk Carol Conway to approve substitute election judges if needed.

9.17 FEMA Flood Study

Information was provided on a FEMA floodplain map meeting help in September that was attended by Mayor Bureau, Clerk Conway and Public Works Superintendent Wolf.

9.18 Delinquent Assessments

Clerk Conway informed the Council letters had been sent to residents with delinquent water/sewer accounts stating if balance is not paid it would be certified with the County Auditor in November.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Activities completed in September

- ✓ Agenda Packet/Meeting Minutes
- ✓ Bank Reconciliation and Interest Allocation
- ✓ Cemetery Locates
- ✓ Submit Ambulance Runs
- ✓ Updated of Ordinances and sent to Attorney's Office
- ✓ Attend FEMA Flood Plain Meeting
- ✓ Research Sales/Beverage Tax
- ✓ Complete Disc Golf Agreement
- ✓ Submitted Preliminary Budget to County
- ✓ Liquor License Renewals
- ✓ Gather information for demo of 337 North Ave
- ✓ Start gathering info for delinquent water/sewer assessments
- ✓ Meeting with CW Technology
- ✓ New Copier was installed
- ✓ Monthly Safety Meeting

Carol Conway
Clerk/Treasurer

10.02 Fire Department Report

Mayor & City Council,

Hope everyone's start to fall is going well. We held our annual Steak Fry in September with about 85 people RSVP. It sounded like it was very successful. We finished reviewing and updating the two city ordinances that pertained to the fire department last month as well. We have our bid opening tonight for our wildland truck, we are hoping for several competitive bids. Reminded of the fireboard meeting 10/19 (Wednesday) at the firehall for the final recommendation on which bid to approve. We completed our annual pump testing on all of our fire trucks and they all passed and are in NFPA compliance. A few of our staff attended a joint training at the Thomson hydro station with Esko and lifelink helicopter. The drill involved actually landing the helicopter on MN Power's landing zone and treating an injured worker in the plant, it was a great collaborative effect by all entities. We are working on deciding which helmet model we will be purchasing with our grant funds that were secured over the last few months. A grant was completed for a new turnout gear washer at the station with a 10% local match putting the cost on a \$4600 unit at \$460. We hope you all have another good month and as always thank you for your continued support.

Respectfully,
Dane Johnson
Fire Chief
Carlton Fire & Ambulance

10.03 Public Works Report

Public Works Director informed the City Council that the logging has been completed at the Cemetery. He also explained that the City Dump Truck is at Cummings in Superior, WI because the serpentine belt has come off and needed to be replaced four (4) times in the last year and they cannot find the cause.

Dig Ditch along Munger Trail
Prep Snow plows
94 truck repair and more repair and service
Well Inspections
AWWA Conference
Budgets
Manhole casting replacement

Prepare black top quotes
Funerals
Office
MN Power line replacement
Street Light Accident – repair
Blade gravel alley ways and parking lots

10.04 Library Director Report

The Library is in need of a board member. If anyone knows of a person who would like to serve please have them contact Jodie Johnson, Library Director.

- o 337 patrons visited in September (open 79 hours)
- o Legacy Program - Peter Geye - 3 adults, 1 children
- o Inventory training in Mountain Iron
- o 3rd grade tour
- o Movie - Hercules - 2 adults, 4 children
- o Council Meeting
- o 2017 budget
- o I was on vacation Sept 1, 5-8 - Beth Collman filled in for me
- o Worked with CHS to get a student helper for this semester
- o Accepted 5 boxes of discarded lg print books from ALS and added to our collection

September was a quiet month. Our patron visits are 318 higher than this time last year.

Jodie Johnson
Library Director

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

11.01 Employee Benefit Report

Employee Benefit Reports were presented to the Council to make them aware of the number of hours each employee has accumulated for sick time, vacation time, and comp time.

12.00 UPCOMING MEETINGS

Joint Powers Board meeting - October 13, 2016 @ 6pm - Carlton City Hall

Regular Council Meeting - Thursday November 10, 2016 @ 6:00pm

Truth in Taxation Meeting - December 13, 2016 @ 6:00pm

A Special Meeting was set for November 15, 2016 @ 4:00pm to Certify the General Election

13.00 Adjournment

A MOTION was made by Councilor Vork and seconded by Councilor Rodd to adjourn the meeting, the time being 7:58 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer