

Carlton City Council
MEETING MINUTES
Thursday, November 10, 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: Marcella Lennartson, LeAnn Theisen, Gwen Carman, Joseph Kitto, Ruth Jorgenson

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.*

Carlton School Superintendent was present to invite anyone present to attend the *Carlton Public Schools' Community Conversation* meeting taking place on Wednesday, November 30th. Location: Four Seasons Sports Complex; Time: 6:00pm – 9:00pm

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: Resolution 2016-19 to be added as part of 9.13 Delinquent Assessments, 9.28 Cemetery Plots. 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 October 11, 2016, Two (2) Public Hearings, October, 11, 2016, Special Meeting October 24, 2016

5.02 Approval of Bills: Exhibit A dated November 10, 2016 in the amount of \$107,632.36.

5.03 Approval of Check Numbers 30063 - 30161

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 with the following changes: add Councilor A. Gustafson to 2.00 Roll Call and remove duplicated W. Vork, change the word "happing" to "happening" in 9.15 Four Seasons – Aaron Lehto. The motion passed unanimously.

Regular Council Meeting was suspended at 6:13pm and the Public Hearing Opened.

6.00 Public Hearings

6.01 Sub-division Ordinance

A Motion was made by Councilor Rodd and seconded by Councilor O'Brien to adjourn the Public Hearing at 6:15pm. There was no Public in attendance. The motion passed unanimously.

7.00 Petitions, Communications & Correspondence

7.01 Thank you for Orlowski Family

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2016-19 Resolution Certifying Assessment of the 2016 Delinquent Water, Sewer and Meter Repair Fees to the Carlton County Auditor in the Amount of \$1,522.35

A Motion was made by Councilor Rodd and seconded by Councilor Gustafson to pass Resolution 2016-19 Certifying Delinquent Utilities. 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

**9.02 Joint Powers Board
- Soil Boring**

A Motion was made by Councilor Rodd and seconded by Councilor Vork to accept the quote from Twin Ports Testing in the amount of \$7,540.00 for Soil Boring Test at multiple locations, with the cost to be split 50/50 with Twin Lakes Township. The motion passed unanimously.

- Test Well

A Motion was made by Councilor Gustafson and seconded by Councilor Rodd to approve the quote from Traut Wells in the amount of \$14,900.00 to drill a test well if the soil boring test results are favorable, with the cost to be split 50/50 with Twin Lakes Township. The motion passed unanimously.

UNFINISHED BUSINESS

9.04 Thomson Hall Sale

9.05 Ordinances

9.06 337 North Avenue

House was torn down Monday November 7, 2016.

9.07 30 Dalles Avenue

Councilor Gustafson recommended Clerk Conway contact Carlton Human Services to inquire about the status of this property.

9.08 Budget Meeting

9.09 Pay Equity

Waiting to hear back from Cyndee Gmach

9.10 Future Funding Options

9.11 Cable Commission Representative

9.12 Comprehensive Plan Review

9.13 Delinquent Assessments

Resolution 2016-19 was approved to assess delinquent water/sewer utility bills.

NEW BUSINESS

9.14 M. Lennartson – purchase of cemetery lots

Marcella Lennartson was present to ask the Council to approve the sale of four (4) cemetery lots at \$650.00 per lot instead of \$750.00 per lot. The request was denied.

9.15 Mini Pig

Mr. Joseph Kitto was present to ask the Council to allow him to have a mini pig within City limits. The Council requested he bring additional information on mini pigs before a decision is made.

9.16 Request from Jodie and Mark Johnson

The request to take, to the recycle center, a substantial amount branches from six (6) pine trees to be cut from their yard was denied. The request to drop the trees in the street was denied until it can be determined if the party dropping the trees carries liability insurance.

9.17 Liquor License Request

A Motion was made by Councilor Rodd and seconded by Councilor Gustafson to approve the renewal of 2017 Liquor Licenses for the Streetcar, Third Base Bar and Veteran of Foreign Wars (VFW) Post 2962. The motion passed unanimously.

9.18 3rd Quarter Ambulance Write-Offs

A Motion was made by Councilor Rodd and seconded by Councilor Vork to approve the Third (3rd) Quarter Ambulance Write-Offs in the amount of \$178,066.96. The motion passed unanimously.

9.19 No Parking on 5th Street

A Motion was made by Councilor Rodd and seconded by Councilor O'Brien to install no parking signs on (fifth) 5th Street. The motion passed unanimously.

9.20 Diagonal Parking on 2nd Street between VFW and Vacant Lot

A Motion was made by Councilor Gustafson and seconded by Councilor O'Brien to stripe Second (2nd) Street between the VFW and the vacant lot to allow for diagonal parking. The motion passed unanimously.

9.21 Data Practices Policy

A Motion was made by Councilor Vork and seconded by Councilor Rodd to approve the Data Practice Policy presented. The motion passed unanimously.

9.22 Alternate Payroll Date for Incentive and Turn Back Checks

A Motion was made by Councilor Gustafson and seconded by Councilor O'Brien to change the payroll date to November 18, 2016. The motion passed unanimously.

9.23 Ambulance 601 Repair Bill

A Motion was made by Councilor Rodd and seconded by Councilor Vork to approve the ambulance repair in the amount of \$2,681.26. The motion passed unanimously.

9.24 Water Line under Hwy 210 Bridge

Insulation on the water line under the Highway 210 Bridge has separated. The Minnesota Department of Transportation (MnDot) will allow the City to rent a snorkel truck, which will come with a driver and operator, which will enable the City to complete the repair.

9.25 Hinckley Visitor Guide Ad

A Motion was made by Councilor Gustafson and seconded by Councilor O'Brien to support the placing of an ad promoting the City of Carlton in the Hinckley Visitor Guide. The motion passed unanimously.

9.26 BNSF Property Purchase

Burlington Northern Santa Fe Railroad (BNSF) Operating, Engineering and Economic Development approved the sale of property along North Avenue (approximately 20,685 square feet) to the City of Carlton to install a bike trail, with the requirement a fence be constructed along the track side.

9.27 Exhibit "A" Additions

A supplemental Exhibit A will be added to the November 15, 2016 Special Meeting Agenda to have additional invoices presented for approval to pay.

9.28 Cemetery Plots

A request was made for the City purchase cemetery plots that will not be used by family members. Location is as follows: Block 2, Lot 78, Plots 5, 6, 7 and 8. The City would purchase them back at the purchase price but could not go any higher.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Activities completed in October

- ✓ Agenda Packet/Meeting Minutes
- ✓ Cemetery Locates
- ✓ Submit Ambulance Runs
- ✓ Completed Ordinance Revisions
- ✓ Liquor License Renewals
- ✓ Worked on utility disconnects for demo of 337 North Ave
- ✓ Sent letters for delinquent water/sewer assessments
- ✓ Monthly Safety Meeting – Fire Extinguisher Training
- ✓ Submitted Quarterlies
- ✓ Reported Unclaimed Property to State
- ✓ Attended Excel & Word Training in Duluth
- ✓ Work Comp Audit
- ✓ attended NG 911 Meeting

Carol Conway
Clerk/Treasurer

10.02 Fire Department Report

10.03 Public Works Report

- 94 truck repair at Cummings
- Prep Snow plows
- Sewer Jetting of basin 4
- Lift station Cleaning
- Lift station pump inspections
- Manhole repair
- Cemetery logging
- Cemetery pick up
- Funerals
- Clean up mowers
- Office work
- Street Light Accident – repair
- Water training St. Cloud
- Prep for winter
- DNR Supply plan

Manhole casting replacement

10.04 Library Director Report

October 2016

- 328 patrons visited in October (open 88 hours)
- Legacy Program – Paul Bunyon – 3 adults, 1 children
- STEM training in Grand Rapids
- Council Meeting
- Art Activity Day – 2 adults, 8 children
- Finalized Blandin grant
- Begin plans for iPad check-outs

I am working on policies for iPad check-outs. There are 3 iPads that will be available for patrons.

I am also getting ideas for STEM kits for check-outs. These kits will promote learning options for families with young children. Many will focus on science in everyday life.

Jodie Johnson

Library Director

10.05 Council Member Report

Councilor Vork updated the Council on the purchase of the Wildland Truck by the Carlton Fire Department.

10.06 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings

Special Meeting – Tuesday, November 15, 2016 @ 4:00pm

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

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

13.00 Adjournment

A MOTION was made by Councilor Rodd and seconded by Councilor Vork to adjourn the meeting, the time being 7:54 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer