

**Carlton City Council**  
**MEETING MINUTES**  
**Tuesday December 13, 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*

*Others Present:* LeAnn Theisen, Joseph Kitto, Paul Vernon, Buzz Weets, Jolene Steffens

**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 Councilor Rodd to approve the agenda with the following additions: 7.03 Thank you from Carlton Bike- A -Thon, 9.28 Carlton Area Development Corp Proposals. 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, November 10, 2016; Special Meeting November 15, 2016

**5.02 Approval of Bills:** Exhibit A dated December 13, 2016 in the amount of \$99,447.14.

**5.03** Approval of Check Numbers 30162 - 30314

**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 O'Brien and seconded by Councilor Vork to approve the consent agenda as submitted. The motion passed unanimously.

**A Motion** was made by Councilor Rodd and seconded by Councilor O'Brien to suspend the Regular Council Meeting at 6:05pm and open the Truth in Taxation Meeting.

## **6.00 Public Hearings**

### **6.01 Truth in Taxation**

A letter was received by Rodney and Charlene Thompson about the value of their property. Property values are not a Truth in Taxation item. Clerk Conway will send a letter explaining which meeting Mr. & Mrs. Thompson should attend.

Clerk Conway read out loud the 2017 Budget to be presented to the County. See attached Budget Exhibit "A".

With no comments from the Public the meeting was closed.

**A motion** was made by Councilor Gustafson and seconded by Councilor Vork to close the Truth in Taxation Meeting and re-open the Regular Meeting. The time being 6:08pm. The motion passed unanimously.

## **7.00 Petitions, Communications & Correspondence**

### **7.01 Bikeable Community Workshop**

Councilor Gustafson will contact Karola Dalen to get the application process started.

### **7.02 Carlton High School All-Night Graduation Party Committee Donation Request**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Vork to donate, from the Charitable Gambling fund, \$200.00 to the All-Night Graduation Party. The motion passed unanimously.

### **7.03 Thank you from Carlton Bike-A-Thon**

## **8.00 Ordinances; Resolutions and Policies**

**8.01 Renumber Resolution 2016-19 Resolution Certifying Assessment of the 2016 Delinquent Water, Sewer and Meter Repair Fees to the Carlton count Auditor to Resolution 2016-21.**

**A Motion** was made by Councilor Gustafson and seconded by Councilor O'Brien to renumber Resolution 2016-19-Resolution Certifying Assessment of the 2016 Delinquent Water, Sewer and Meter Repair Fees to the Carlton County Auditor to Resolution # 2016-21. The motion passed unanimously.

## **9.00 General Business**

### **PROJECT UPDATES**

#### **9.01 Joint Powers Board**

##### **WTP – Land Purchase – Incoming Councilor Theisen and Public Works**

Superintendent gave an update on progress of the Highway 210/WTP Project. The project looks to be eligible for at least fifty (50) percent grant funding with the remainder funded with a low interest loan. Carlton County has committed one (1) million dollars to the project. The soil borings at the South Terrace School property were positive so a test will be installed. If the project moves forward negotiations will begin with the School District to purchase the property needed for the water treatment plant and supply well. A Public Information Hearing is scheduled for January 19, 2016 @ 6:30pm at the Carlton County Transportation Building. Notices will be mailed.

## UNFINISHED BUSINESS

### 9.02 Thomson Hall Sale

### 9.03 Ordinances

### 9.04 30 Dalles Avenue

Carlton County Human Services only handles the sale of the property if the owner is deceased.

### 9.05 Final Budget

**A Motion** was made by Councilor Vork and seconded by Councilor Rodd to accept the final budget as discussed in the Truth in Taxation Hearing. The motion passed unanimously.

### 9.06 Future Funding Options

### 9.07 Cable Commission Representative

### 9.08 Comprehensive Plan Review

### 9.09 Mini Pig

**A Motion** was made by Councilor Gustafson and seconded by Councilor O'Brien to allow Joseph Kitto to have a mini pig in City limits. The motion passed unanimously.

### 9.10 Signs (No Outlet/Dead End)

A "No Outlet" sign will be placed on Vermillion Street in the Spring of 2017.

### 9.11 North Avenue Trail

Councilor Gustafson would like to take another look at North Avenue for options on installing a bike trail. A letter of support will be written for a grant application for the possible bike trail.

## NEW BUSINESS

### 9.12 VDW Tiff Agreement

Paul Vernon and Buzz Weets were present to inform the Council of a possible over site in the T.I.F. agreement when the T.I.F District was set up. They are questioning the value placed on the completion of the building. The taxable value used was the 2015 valuation and not the completed 2016 valuation. A request was made of the Council to look at the agreement and get an opinion on the valuation and to reopen the T.I.F agreement and correct the error.

### 9.13 ATV Track Quotes

**A Motion** was made by Councilor Vork and seconded by Councilor Gustafson to purchase new tracks for the Fire Department ATV. With the cost to come out of the Fire Budget. Councilor Vork would like to see this done sooner rather than later. The motion passed unanimously.

### 9.14 Fire Department Helmets

### 9.15 Liquor License Request

**A Motion** was made by Councilor O'Brien and seconded by Councilor Rodd to allow liquor at the Fire Hall on February 11, 2017. The motion passed unanimously.

### **9.16 LG220 Fire Department**

**A Motion** was made by Councilor Rodd and seconded by Councilor Vork to approve the LG220 Gambling Permit submitted by the Carlton Fire Relief Association for bingo and a raffle. The motion passed unanimously.

### **9.17 LG220 Four Seasons**

**A Motion** was made by Councilor Gustafson and seconded by Councilor O'Brien to approve the LG220 Gambling Permit submitted by Four Seasons for the Robert Robb Scholarship. The motion passed unanimously. Councilor Rodd Abstained

### **9.18 Council Dates for 2017**

Council Meeting in 2017 will be the second (2<sup>nd</sup>) Wednesday of each month.

### **9.19 Maintenance Agreement with Carlton County**

**A Motion** was made by Councilor Rodd and seconded by Councilor Gustafson to approve the Maintenance Agreement with Carlton County Transportation. The motion passed unanimously.

### **9.20 Tort form – Liability Coverage Waiver Form**

**A Motion** was made by Councilor Vork and seconded by Councilor Rodd to **Not Wave** the monetary limits on municipal tort liability. The motion passed unanimously.

### **9.21 Arrowhead ATV**

City Council directed Clerk Conway to send a letter to Arrowhead Cycle & ATV informing them the request to have the City remove the concrete was denied.

### **9.22 Inter-Faith Bond Issue**

The bond refinancing has been delay due to the increase in interest rates. If rates drop they may try again after the first (1<sup>st</sup>) of the year. If that happens the City will need to take further action.

### **9.23 Water/Sewer Account #552 - Write Off \$140.70**

**A Motion** was made by Councilor Rodd and seconded by Councilor O'Brien to write off the late fees in the amount of \$140.70. The motion passed unanimously.

### **9.24 Water/Sewer Account # 4070**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Vork to forgive the late fee and to set account not to charge late fees. The motion passed unanimously.

### **9.25 Year End Budget Changes**

**A Motion** was made by Councilor Vork and seconded by Councilor Rodd to make all year end transfers. \$20,000.00 from General to Public Works Capital; \$30,000.00 from Ambulance to Ambulance Capital; \$40,000.00 from Fire to Fire Capital; \$5,000.00 from 100-45115-210 to 100-45100-404; \$1,000.00 from 100-41600-308 to 100-41420-100. The motion passed unanimously.

### **9.26 Health Insurance 30 day waiting period**

**A Motion** was made by Councilor Gustafson and seconded by Councilor Rodd to have a 60 day health insurance waiting period for new hire staff. The motion passed unanimously.

## 9.27 Cemetery Plot Information

Cemetery fees will be discussed in 2017

## 9.28 Carlton Area Development Corp. Proposals

A Motion was made by Councilor Rodd and seconded by Councilor Vork to approve a \$1,500.00 from Charitable Gambling to install a playground in the Thomson neighborhood park. The motion passed unanimously.

The request for funds for sign engraving was tabled until more information could be gathered.

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 City Clerk Report

Activities completed in November

- ✓ Agenda Packet/Meeting Minutes
- ✓ Completed Ordinance Updates
- ✓ Data Practices Policy
- ✓ Elections
- ✓ Work Comp Renewal
- ✓ Updated Cemetery Books
- ✓ Certified Delinquent Utilities
- ✓ G.I.S. Training
- ✓ Submitted Ambulance Runs
- ✓ Finalized Budget

Carol Conway  
Clerk/Treasurer

### 10.02 Fire Department Report

### 10.03 Public Works Report

- 94 truck repair at Cummings
- Prep Snow plows
- Plow snow
- Clean up mowers
- Office work
- Street Light Accident – repair
- Water training Mountain Iron
- Soil Boring
- Personal Policy
- Pay Equity
- DNR Supply plan
- Winterize drinking fountain, community garden meter, basketball hoop, tennis nets, mark out little trees in DNR Park
- GIS meeting, finally updating water and sewer maps
- 210 water line insulation repair, very little cost. Big thanks to MNDOT! Great asset and people to have working so close to city limits.

## 10.04 Library Director Report

November 2016

- 254 patrons visited in November (open 78 hours)
- Compass Mtg - online
- STEM planning with Carlton County Librarians
- Council Meeting
- Movie -Finding Dory- 2 adults, 4 children
- I took vacation Nov. 21-23. Beth worked for me.
- I was off on Nov. 8 for elections.
- Inventory
- Change collection codes

I am meeting with the other Librarians in Carlton County, both Public and school libraries. We are looking at a Community Read in 2017. We will also be looking at STEM projects that we can work on together.

I have updated our collection codes so it will be easier to track adult and juvenile usage. The State is requiring this tracking. I have also started on an inventory. It is requested by ALS so the catalog will be more accurate.

Jodie Johnson  
Library Director

Library Director Johnson informed the Council that a FREE Electronic Device Charging Station will be installed in the Library Meeting room. This will be available to the public at all times when the Library or City Offices are open.

## 10.05 Council Member Report

### 10.06 Mayor Report

### 11.00 Recap Action Items

### 12.00 Upcoming Meetings

Joint Powers Board Meeting – January 12, 2017 @ 6:00pm

Public Information Meeting – January 19, 2017 @ 6:30pm – Carlton County Transportation Building

## 13.00 Adjournment

A MOTION was made by Councilor Rodd and seconded by Councilor O'Brien to adjourn the meeting, the time being 7:59 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/ Treasurer