

Carlton City Council
Meeting Minutes
Wednesday January 11, 2017

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

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

1.01 Oath of Office

Oath of Office was given to: Mayor, Kitty Bureau; Councilors: LeAnn Theisen, Ann Gustafson, Heather MacDonald and Ruth Jorgenson

2.00 Roll Call – Agenda Additions/ Deletions

Council Present: Mayor K Bureau; Councilors L. Theisen; A. Gustafson, H. MacDonald, R. Jorgenson

Council Absent: None

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

Others Present:

3.00 Approve Agenda – *Council members may add items to the agenda for discussion purposes or staff direction.*

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve the Agenda with the following additions: 9.18 Credit Card for Erik Bergstedt, 9.19 Flood Plain Ordinance. The motion passed unanimously.

4.00 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.*

4.01 Approval of the Minutes: Regular Meeting, December 13, 2016; Truth in Taxation, December 13, 2016; Special Meeting, December 29, 2016

4.02 Approval of Bills: Exhibit A dated January 11, 2017 in the amount of \$41,025.70

4.03 Approval of Check Numbers – 30314 -30432

4.04 Review and Approval of Petty Cash

4.05 Charitable Gambling Report

4.06 Frandsen Bank and Trust Credit Card Statement

4.07 Status of City Funds

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to approve the Consent Agenda with the following changes: removed Fire Chief Johnson from the roll call. The motion passed unanimously.

5.00 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*

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 80th Annual Meeting of the Northwoods Credit Union

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2017-01 Annual Administrative Resolution

A Motion was made by Councilor MacDonald and seconded by Councilor Theisen to pass the 2017-01 Annual Administrative Resolution with Councilor R. Jorgenson to be the Acting Mayor. The motion passed unanimously.

8.02 Resolution 2017-02 Fee Schedule

A Motion was made by Councilor Theisen and seconded by Councilor Gustafson to approve the 2017-02 Fee Schedule Resolution with Cemetery Rate and Water/Sewer Rates tabled until next month and removing all Mechanical Amusement Fees. The motion passed unanimously.

8.03 Resolution 2017-03 A Resolution Authorizing Payment before Council Authorization

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to pass 2017-03 Resolution Authorizing Payment before Council Authorization. The motion passed unanimously.

8.04 Resolution 2017-04 A Resolution Appointment to HRA Board of Directors

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to pass Resolution 2017-04 appointing Sheila Hopp to the HRA Board of Directors. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

Public Works Superintendent Wolf gave a brief overview, for the new Councilors, about the formation of the JPB and what progress has been made since the formation of the board

UNFINISHED BUSINESS

9.02 Thomson Hall Sale

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to extend the MLS Listing with Ron Tondryk of East/West Realty for six (6) months after the current contract expires. The motion passed unanimously.

9.03 30 Dalles Avenue

Council directed Clerk Conway to contact the City Attorney to start the steps for condemnation.

9.04 Future Funding Options

9.05 Cable Commission Representative

Clerk Conway informed the Council the Cable Commission is still requesting one (1) or two (2) representatives from Carlton.

9.06 Comprehensive Plan Review

9.07 North Avenue Trail

Land Survey should be completed sometime in January 2017. Grant application is due March 31, 2017

9.08 VDW T.I.F.

9.09 C.A.D.C Charitable Gambling Request

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve a donation of \$2,000.00 from Charitable gambling to Carlton Area Development Corp. (CADC). The motion passed unanimously with Councilor Gustafson abstaining.

NEW BUSINESS

9.10 Resignation of Fire Chief

A Motion was made by Councilor Jorgenson and seconded by Councilor Gustafson to accept (with regret) the resignation of Dane Johnson as Carlton Fire Chief. The motion passed unanimously.

A Motion was made by Councilor Theisen and seconded by Councilor MacDonald to appoint Derek Wolf as interim Fire Chief. The motion passed unanimously.

9.11 Personnel Policy

A Motion was made by Councilor Gustafson and seconded by Councilor MacDonald to count Holiday's as hours worked when calculating comp time. The motion passed unanimously.

9.12 Public Water Supply Plan Approval

A Motion was made by Councilor Theisen and seconded by Councilor Jorgenson to accept the Minnesota Department of Natural Resources Public Water Supply Plan Approval. The motion passed unanimously.

9.13 Sixth Street Manholes

Councilor Gustafson received an email from a local resident inquiring about repairing the manholes on Sixth (6) Street. There is no plan in place at this time due to the fact that the water line runs through the manholes.

9.14 County Road 1 Construction

Carlton County Transportation may be doing a construction project on County Road 1 (north of the railroad tracks) in the next five (5) years. The City should look to replacing the infrastructure below County Road 1 at the same time.

9.15 Flooding Basketball Court

Councilor Gustafson will contact a homeowner near the basketball court to see if they would be willing to allow the use of their outdoor faucet to flood the basketball court for use as an ice rink. The City would adjust the water/sewer usage if the homeowner would allow use of the outdoor faucet.

9.16 Board of Appeal and Equalization Training

Councilor Theisen will take the Board of Appeal and Equalization Training.

9.17 4th Quarter Ambulance Write-Off's

A Motion was made by Councilor Gustafson and seconded by Councilor Theisen to write off \$275,797.00 as 4th quarter adjustments. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

City Audit will be taking place Tuesday, January 17, 2017 – Thursday, January 19, 2017

Activities completed in December

- ✓ Agenda Packet/Meeting Minutes
- ✓ Submitted Coast Grant and Score Grant Applications
- ✓ Ambulance Runs
- ✓ Bank Reconciliation
- ✓ Research New Health Insurance Plans
- ✓ Resident Letters
- ✓ Safety Meeting
- ✓ 911 Address Updates
- ✓ Liquor Licenses Renewals
- ✓ End of Year Closeout

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

10.03 Public Works Report

- 94 truck repair at Cummings
- Prep Snow plows
- Office work
- Street Light Accident – repair
- DNR Supply plan
- Grant for outhouse
- Grant for pavilion
- GIS Update
- Power Outage
- Ice storm Christmas
- Training Mountain iron
- Front desk top build
- Cutting edges on plows
- Test well installation 1-9-17
- WLSSD Meeting on I&I plan 1-23-17
- Public Hearing New WTP & H2O Line 1-19-17
- Worked with Donohue on school property and prep for meetings

Derek Wolf

Public Works Superintendent

10.04 Library Director Report

- 278 patrons visited in December (open 79 hours)
- Council Meeting
- Order a wall display board – to be paid for by FOL
- Order JLG books for 2017
- Continue with Inventory
- Covered mail slots in doors
- Began planning for Summer Reading Program

Our number of patron visits was up from last year, even with being closed for 3 weeks for the move. Our attendance for activities is somewhat lower for 2016. I will be reviewing activities and proposing changes to better serve the community.

Jodie Johnson

Library Director

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

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

Public Information Hearing – Thursday, January 19, 2017 @ 6:30pm, Carlton County Transportation Bldg

City Council Meeting – Wednesday, February 8, 2017

13.00 Adjournment

A Motion was made by Councilor Gustafson and seconded by Councilor Jorgenson to adjourn the meeting, the time being 7:40 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/ Treasurer