

**Regular Meeting of the Carlton City Council held Tuesday, May 10, 2011**

**1.00 Call to Order & Roll Call 5:00pm**

Mayor Rodd calls the meeting to order at 5:02 pm.

Members: Present: Mayor Leola Rodd, Council Members Kirk Johnson, LeAnn Theisen, Adam Bailey and Wes Vork

Members absent: None

Staff in Attendance: City Administrator CJ Van Guilder and Deputy City Clerk Lori Schubitzke

**2.00 Pledge of Allegiance**

**3.00 Presentations & Guests**

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

**MOTION** was made by Councilmember Kirk Johnson and seconded by Councilmember LeAnn Theisen approving the agenda. The motion carried 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: Minutes of Regular Meeting, April 12, 2011: Special Meetings, April 18 and April 26, 2011.
- 5.02 Approval of Bills: Exhibit A dated May 10, 2011 in the amount of \$137,123.71.
- 5.03 Approval of Check Numbers – 22455– 22583.
- 5.04 Review and Approval of Petty Cash.

**MOTION** was made by Councilmember Wes Vork and seconded by Councilmember Adam Bailey approving the Consent Agenda. The Motion carried unanimously

**6.00 Public Hearings** – None.

**7.00 Petitions, Communications & Correspondence**

**7.01 MN Power** – Franchise agreement

City Administrator Van Guilder informed the council of a letter received from Minnesota Power who is getting ready to renew their Franchise Agreements with all the communities and the letter states the City of Carlton has the option to put a Franchise Agreement in place which would be billed to the residents of the City.

**MOTION** was made by Councilmember Adam Bailey and seconded by Councilmember Kirk Johnson to decline the Franchise Agreement Fee with Minnesota Power. The Motion carried unanimously.

## 7.02 Juliann Emerson – Prosecution Services

City Administrator Van Guilder contacted local Attorney Juliann Emerson regarding providing Prosecution Services for the City of Carlton which is currently being provided by County Attorney Tom Pertler. Ms. Emerson would charge \$5,820.00 annually and the City currently pays the County Attorney \$6,000 annually; the City is required to give the County Attorney a 90 day notice.

Conversation continues regarding the following; the amount of past fines and fees collected by the Prosecuting Attorney and the notice that is needed to be given to the County Attorney.

**MOTION** was made by Councilmember LeAnn Theisen and seconded by Councilmember Wes Vork to approve Attorney Juliann Emerson to provide Prosecution Services for the City of Carlton. The Motion carried unanimously.

## 7.03 Paul Gassert redistricting recommendation explanation – for County Commissioner

City Administrator Van Guilder discussed the timeline the redistricting falls into, the need to contact the County and the final decision is made in the end by the County Commissioners and if they choose to redistrict.

Councilmember Johnson stated that after viewing a map at the County, the City of Carlton is the only small area not covered by Commissioner Bob Olean.

County Commissioner Marv Bodie stated that the one thing he wants the City of Carlton to consider is that if there would ever need to be a vote on the City of Carlton currently has two votes with Mr. Bodie and Mr. Olean and if the area gets redone and Mr. Olean covers the City of Carlton then the City of Carlton would lose a vote with the County.

Conversation continues regarding number of votes needed, the different areas currently covered by County Commissioner Bodie and leaving the coverage the way it currently is.

## 7.04 Conduit Financing for Cloquet Memorial Hospital

Mr. Rick Breuer and Brad Anderson from the Cloquet Memorial Hospital informs the council of the new construction on the hospital which is in the amount of \$27,000,000 with 12 months of construction and the need for interim financing \$8,000,000 for the City of Carlton and \$7,000,000 for the City of Cloquet and a Joint Powers Agreement with the City of Cloquet due to the fact we are in the service area and the hospital is locate in the City of Cloquet. City Administrator Van Guilder stated this Bonding will not affect any type of financing the City of Carlton may need for any future projects and the City of Carlton would not be responsible for any part of the financial responsibility.

City Administrator Van Guilder made the recommendation of an administration fee for the City for the Interim Financing.

**MOTION** was made by Councilmember Kirk Johnson and seconded by Councilmember Wes Vork to deny the administration fee for the Project by Community Memorial Hospital Association under Minnesota Statutes, Chapter 469. The Motion carried unanimously.

## 8.00 Ordinances; Resolutions and Policies

### 8.01 Resolution 2011-09: Cloquet Memorial Hospital – Public Hearing

**MOTION** was made by Councilmember Kirk Johnson and seconded by Councilmember Adam Bailey to approve Resolution # 2011-09– to call for a Public Hearing on a Project by Community Memorial Hospital Association under Minnesota Statutes, Chapter 469. The Motion carried unanimously.

#### Roll Call

Leola – Aye  
LeAnn – Aye  
Kirk – Aye  
Wes - Aye  
Adam - Aye

### 8.02 Personnel Committee Policy

City Administrator Van Guilder stated the only thing that has changed in the Personnel Committee Policy is the removal of the City Administrator from sitting on the committee.

**MOTION** was made by Councilmember LeAnn Theisen and seconded by Councilmember Adam Bailey to approve the policy as presented; removing the City Administrator from being on the Personnel Committee. The Motion carried unanimously.

## 9.00 General Business

### 9.01 Project updates

#### Old Hotel:

There is a for sale sign out front of the building. City Administrator Van Guilder stated there hasn't been anything from the owners.

#### FDLTCC/City of Carlton – Business Venture:

City Administrator Van Guilder sent an email following up on previous emails to start working with the FDLTCC Business Class on the possibilities of a Business in the City.

#### Otter Creek Trail Project:

The Project Memo has been submitted to Wayne Olson at Carlton County for review. Plans have been requested from Stonebrook Engineering, but are not yet available. The portion of the trail north of Birch Avenue will be constructed as a separate project by the City this summer and will not be part of the federal project. This decision was made to save construction, planning, and design costs and keep the project moving forward. This portion of the project can be constructed this summer along with the railroad work (new crossing for both tracks) – railroad work will be completed under a force account agreement with BNSF. This agreement still needs to be executed by the City of Carlton, but the project costs calculated by railroad staff appear to be correct. The trail and bridge improvements will be completed next year (2012) to allow bridge bonding funds to be used for the Carlton County portion of the work to be constructed.

Highway 210 Water Line Project: The MSA project team is working on the completion of the project with the Twin Lakes Board. Mark and Chris met with David Drown on Monday April 18, 2011 to discuss funding alternatives related to a joint merger with Carlton and Twin Lakes – specifically as it relates to the water line project. David asked about potential phasing of the project, and if there were any other alternatives for providing service to the corridor. Mark and Chris explained that the initial phase of the project as

designed is required to provide municipal water service. Chris and Mark also provided David with a current concept development plan for the County property, and discussed the required water service through that property.

**SANITARY SEWER CLEANING:**

MSA is assisting City Staff in preparing a quotation package for cleaning the entire sanitary sewer system. It is anticipated that the cleaning would occur over a period of several years.

**FUNDING UPDATE:**

MSA continues to monitor the funding situation for all projects (including future potential ones) at both the State and National Level to ensure that opportunities are discussed with staff. If opportunities are discovered that appear attractive to the City they will be brought forward to City Council for further discussion. It does not appear that another federal stimulus bill will move forward, however, the funding need is recognized and several proposals to address this issue have been raised including, Public-Private-Partnerships, Federal Infrastructure Bank, Gas Tax Increases (not popular among either party), and others.

**CARLTON COUNTY ROAD PROJECT:**

MSA has reviewed the plans for the project to reconstruct County Road 3. MSA does not have any concerns regarding the project, and supports the efforts to maintain the County Roads within the City of Carlton.

**9.02 Approval to pay off Ambulance #601**

**MOTION** was made by Councilmember Kirk Johnson and seconded by Councilmember Wes Vork to approve the payoff of the 2008 Chevy Ambulance in the amount of \$65,566.30. The Motion carried unanimously.

**9.03 Seasonal Maintenance Worker – Additional hours requested**

City Administrator Van Guilder stated that the Public Works Superintendent is requesting an additional 17.5 hours per week during summer hours only. (May 16 – November 1, 2011; additional 24 weeks)

17.5 hrs per week X \$9.46/hr = \$165.55/week  
\$165.55/week X 24 additional weeks = \$3,974.00 additional wages

Currently Shawn's wages are split 50/50 between General City Maintenance and Cemetery funds.

**WAGE BREAKDOWN**

Wage	\$3,974.00		
PERA	\$ 290.00	General City Main.	\$2,285.00
FICA	\$ 248.00	Cemetery	\$2,285.00
MED.	\$ 58.00		
TOTAL	\$4,570.00		

Additional hours need for the following work load to be completed.

- 1) Cemetery Maintenance work – grave and marker maintenance
- 2) Many jobs were put on hold, during the Maintenance Supervisor transition. A third set of hands would make these projects go smoother.

3) Mowing. Yes this is his primary job but he could take care of this and would free up Derek to concentrate on public works, water and sewer.

Councilmember Adam Bailey stated he still feels there is no need to increase the hours that were previously cut due to budget cuts.

Discussion revolved around the new Maintenance Supervisors needed water and sewer training, Cemetery maintenance and possibly just increasing the hours by an extra four hours.

**MOTION** was made by Councilmember LeAnn Theisen and seconded by Councilmember Wes Vork to approve the increase in the Seasonal Maintenance Worker hours by 4 extra hours per week from May 16, 2011 thru November 1, 2011. The Motion carried unanimously

#### **9.04 Abstract Building-**

City Administrator Van Guilder informed the council that Realtor Ron Tondryk was in to discuss the possibility of the City of Carlton purchasing the Abstract and Title Building to become the New City Hall and Mr. Tondryk knows he could sell the Civic Center Building as a Historic Building which could be turned into an apartment building.

Discussion revolved around the Historical status of Civic Center Building, the possibility of the Civic Center becoming low income apartments, the current selling cost of the Abstract Building, the current renters in Abstract Building, the fact that the City currently owns the Civic Center Building free and clear and the need to build a new garage due to the fact they would not have one in the back of City Hall anymore.

#### **9.05 Bruce Snyder Retirement Party-**

City Administrator Van Guilder stated that in the past when Mr. Ralph Swenson retired as Public Works Superintendent the City contributed toward some of the food for his retirement and would like the City to do the same for Mr. Snyder who has been with the City for 33 years.

The City staff is working with Mrs. Snyder to plan a retirement party set for the retiring Maintenance Supervisor Bruce Snyder and was wondering if the City would like to assist in the purchase of foods for the party which is scheduled to be held on Saturday, June 18, 2011 from 5:00pm to 7:00pm at the Four Seasons Sports Complex, postings will be done and placed around town to invite all residents to attend.

**MOTION** was made by Councilmember Kirk Johnson and seconded by Councilmember Wes Vork to approve the City contributing to the purchase of food for Mr. Bruce Snyder Retirement Party. The Motion carried unanimously.

### **10.00 Staff and Committee Reports & Recommendations**

#### **10.01 City Administrator Report -**

Monthly Financial Reports.

Worked with 1<sup>st</sup> Assistant Chief Dane Johnson on the Shared Service agreement Grant.

Prepared for Board of Appeals annual meeting.

Working on a utility rate analysis for water and sewer funds for presentation to Council.

Wellhead protection – updated plan. Working with the MN Department of Health, MN Rural Water, Guy and Derek to stay in compliance on our ten year plan.

Attended all day safety training with Carlton County.

Ambulance Billing.

Sat back and watched the end of an era. I saw Larry come for awhile and left smiling, worked with Ralph and he left with a smile and now I saw Bruce smile on his very last day. I have worked with the best and learned many things from those three fine gentlemen.

The City Auditor stated that the City is not looking so good on an accrual basis regarding the water and sewer funds and City Administrator Van Guilder is looking to have a rate study done and Springsted and Minnesota Rural Water will both put in a proposal of how much they would charge to do a rate study.

**10.02 City Engineer Report – Previously Covered**

**10.03 Public Works Report –**

The Community Garden has been rototilled and the plastic is down.

The Cemetery is open and there are only have two spring burials.

Public Works has doing a lot of cleaning and disposing of junk at the garage and at the water plant.

Derek, Shawn, and Brian Schubitzke have done a very good job raking the grass wherever we pile snow and it makes a mess when the snow melts.

Brian Schubitzke and Tucker Price both work for the fire department through job service. The ok was given to let them work with the city when there is nothing for them to do at the fire hall. We are hoping to be able to use them all summer.

The County has just started patching the streets, but seeing as there was snow on the ground just last week; it's probably a good thing that they are late.

If it ever dries up the water leak area by the High School will finished being cleaned up.

The new Maintenance Supervisor Derek Wolf is doing very well, but if you look up the word hyper in the dictionary you will see his picture. He will be an asset to the city.

**10.04 Fire Department Report - None**

**10.05 Business Development Committee Report – None**

**10.06 Parks & Recreation Committee Report – None**

**10.07 Library Board Report – None**

**10.08 Four Seasons Report – None**

**10.09 Council Member Report** – Councilmember Vork would like to update the pictures on the website of the Council.

**10.10 Mayor’s Report** – Community clean-up went well.

**11.00 Carlton Comment** – *Individuals may address the Council about any item not contained on the regular agenda. A maximum of 15 minutes is allotted for the Forum. If the full 15 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.*

**12.00 RECAP ACTION ITEMS**

**13.00 UPCOMING MEETINGS**

**14.00 Adjournment** Having no further business to conduct, a MOTION was made by Council Member Adam Bailey and seconded by Council Member Kirk Johnson to adjourn, the time being 6:40pm. **The motion carried unanimously.**

Respectfully Submitted,

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Lori Schubitzke  
Deputy City Clerk