

**Carlton City Council
Meeting Minutes
Wednesday January 9, 2019**

1.00 Call to Order & Pledge of Allegiance

Mayor Bureau called the meeting to order, at 6:02 pm.

1.01 Oath of Office

Clerk Conway administered the Oath of Office to Mayor elect Mike Soderstrom and Councilors Brent Bodie and Ruth Jorgenson.

Mayor Soderstrom presided over the meeting after taking the oath of office.

2.00 Roll Call – Agenda Additions/ Deletions

Council Present: Mayor M. Soderstrom, Councilors: B. Bodie, MacDonald, R. Jorgenson

Council Absent: None

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

Others Present: Dawn Browne, Paul Vernon, Timothy Soden-Groves, Diane Soden-Grove, Keeley Mendez, John Soderstrom, Gloria Meier, Bobbikay Soderstrom, Rochelle Delovely, Joe Jurewicz, MSA; Andrew Baneby, MSA, Mikaela Huot/Springsted

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

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Agenda with the following additions: **9.10** Parcel Split, **9.11** Request to be allowed to have a mini pig. 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 12, 2018, Truth in Taxation Meeting, December 12, 2018.

4.02 Approval of Bills: Exhibit A dated January 19 2019 in the amount of \$736,694.91

4.03 Approval of Bills: Exhibit B dated January 9, 2019 in the amount of \$5,408.70 presented at meeting.

4.04 Approval of Check Numbers – 32377-32449

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Frandsen Bank and Trust Credit Card Statement

4.08 Status of City Funds

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the Consent Agenda as presented. 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 Minnesota Department of Transportation Open House

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2019-01 Annual Administrative Resolution

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to pass Resolution 2019-01 Annual Administrative Resolution with Councilor Ruth Jorgenson to be the Acting Mayor. The motion passed unanimously.

ROLL CALL

Bodie	Aye
Jorgenson	Aye
MacDonald	Aye
Soderstrom	Aye

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to remove Kathleen O’Hara Bureau and add Mayor Mike Soderstrom as a signatory to the Frandsen Bank and Trust Accounts and Northwoods Credit Union Accounts. The motion passed unanimously.

ROLL CALL

Bodie	Aye
Jorgenson	Aye
MacDonald	Aye
Soderstrom	Aye

8.02 Ordinance 206 An Ordinance to Amend Chapter 2 of the Carlton City Code by the Addition of a New Part 6 Establishing a Fee Schedule for the City of Carlton

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Ordinance 206 to be effective upon publication. The motion passed unanimously.

ROLL CALL

Bodie	Aye
Jorgenson	Aye
MacDonald	Aye
Soderstrom	Aye

8.03 Resolution 2019-03 A Resolution Authorizing Payment before Council Authorization

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pass Resolution 2019-03 Authorizing Payment before Council Authorization. The motion passed unanimously.

ROLL CALL

Bodie Aye
Jorgenson Aye
MacDonald Aye
Soderstrom Aye

8.04 Resolution 2019-04 A Resolution Accepting Resignation and Declaring a Vacancy

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pass Resolution 2019-04 Accepting a Resignation and Declaring a Vacancy. The motion passed unanimously.

ROLL CALL

Bodie Aye
Jorgenson Aye
MacDonald Aye
Soderstrom Aye

A Special Meeting will be held January 23, 2019 to meet with individuals who submitted a letter of interest for the Council position.

8.05 Resolution 2019-05 A Resolution Accepting Grants and Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to pass Resolution 2019-05 Accepting donations to the Carlton Area Library. The motion passed unanimously.

ROLL CALL

Bodie Aye
Jorgenson Aye
MacDonald Aye
Soderstrom Aye

8.06 Resolution 2019-06 A Resolution Appointing Members to the Carlton-Twin Lakes Joint Water Board.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pass Resolution 2019-06 appointing Kitty Bureau, Derek Wolf and LeAnn Theisen to the Carlton-Twin Lakes Joint Water Board. The motion passed unanimously.

ROLL CALL

Bodie Aye
Jorgenson Aye
MacDonald Aye
Soderstrom Aye

8.07 Resolution 2019-07 A Resolution Authorizing Wire/Automated Bank Payments

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to pass Resolution 2019-07 Authorizing Wire/Automated Bank Payments. The motion passed unanimously.

ROLL CALL

Bodie	Aye
Jorgenson	Aye
MacDonald	Aye
Soderstrom	Aye

8.08 Emergency Management Plan

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Emergency Management Plan with the updates recommended by the city attorney. The motion passed unanimously.

8.09 Hand and Power Tools Safety Program

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Hand and Power Tools Safety Program as presented. The motion passed unanimously.

8.10 Ladder Safety Program

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the Ladder Safety Program as presented. The motion passed unanimously.

8.11 Electrical Safety Program

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the Electrical Safety Program as presented. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve payment of Donohue invoice 13233-20 in the amount of \$7,900.24. The motion passed unanimously.

9.02 Fire Hall Expansion

Chief Wolf informed the Council on progress being made on expansion plans.

UNFINISHED BUSINESS

9.03 Thomson Bell and Historical Plaque

9.04 Tax Increment Financing (TIF) – Willows Edge

Mikaela Hout/Springsted had a PowerPoint presentation to give the Council information on the criteria for establishing TIF Districts and how it helps in development.

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to proceed with developing a TIF District and to allow a Development Agreement so MSA can act as the project engineer for the Willows Edge Development. The motion passed unanimously.

9.05 Painting Quotes

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the painting quote submitted by Little Moose Painting for all areas, except the ramp area. The motion passed unanimously.

NEW BUSINESS

9.06 Air Fiber

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald begin negotiations to allow Air Fiber equipment on the water tower upon approval from Public Facilities Authority, City Engineer and a contract approved by the city attorney. The motion passed unanimously.

9.07 Fire Relief Association request approval for liquor at the Fire Hall on 2/9/2019.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to allow liquor at the Fire Hall on 2/9/2019. The motion passed with Councilor Bodie abstaining.

9.08 Carlton Area Hockey Association (CAHA) Board Member

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to appoint Councilor Brent Bodie to the Carlton Area Hockey Association Board. The motion passed unanimously.

9.09 Fire Relief Board Member

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to appoint Mayor Mike Soderstrom as a Fire Relief Board Member. The motion passed unanimously.

9.10 Property Split

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve the property split along School Avenue. The motion passed unanimously.

9.11 Request to be allowed to have a mini pig.

A Motion was made by Councilor MacDonald and seconded by Mayor Soderstrom to allow the request to have a mini pig with the restriction it be vaccinated and only one (1) pig is allowed. Any pigs must be spayed or neutered. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in December

- Agenda Packets/Meeting Minutes/Bank Reconciliation
- Completed Medicare & Medicaid forms for TransMedic
- Completed Budget
- Work with PFA on Reimbursement
- Meet with Paint Contractors
- Finalize Liquor Licenses
- Water Payments
- Bank Deposits

- Cemetery Locate
- Resident Mailing
- TNT Compliance Certification to State of MN
- Loss Prevention Meeting with LMC Insurance Representative
- Submit Progress Report for Coastal Grant (DNR Bathroom)
- Safety Meeting Info
- Sent out letters to banks/lenders for audit info

Jodie

- Payroll
- Accounts Payable/Account Receivable
- Bank Deposit
- Water billing, payments, disconnects and door hangers
- Invoice Coding/Exhibit
- Created Binder with all School Avenue Project Photos
- Work on updating Safety Data Sheets (SDS)

10.02 Fire Chief Report

- Firehall expansion meetings – Met with ARI in October to break down prices and get garage proposal for quote purposes. Possibly build garage on our own, met on the 7th to look at numbers.
- Recruitment – working on community members.
- Zuercher CAD (computer-aid dispatch) – Up and working in office, going to install in 2019
- FF I&II class starts in January.
- EMT class starting in January
- 601 ambulance still in shop, working out motor issues. Still using loaner – needs injectors... hope to get back in January
- Set 2019 training
- Starting BINGO and Winterfest planning
- Going to Service auto ex tools

Call Volume for as of December 31, 2018

Call by Type

Medical: 606

False Alarm: 41

Hazardous Condition: 19

Rescue: 2

Vehicle Accident w/out extrication: 30

Vehicle Extrication: 5

Vehicle Fires: 10

Vehicle Fires: 10

Vegetation Fires: 14

Working Structure Fire: 16

Service Call: 5

Transport: 42

Lift Assist: 33

Chimney Fires: 0

Other: 3

Total # of Runs: 826 (new record)

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

- Water plant construction
 - Wrap up winter meeting
- Worked with Donohue for water line
 - Funding through state
 - Working with Township on Memo to County
 - Working with Township on plan review
 - Meeting with FDL
- Out house: Removed old tank and building,
 - Wall up,
 - Roof on

- Almost ready to go.
- Office, update policies
- Safety city staff
- Plowing snow – lots on snow – went good
- Hauling snow 01/03/2019
- Sewer cleaning complete – need to review videos
- Supplies list for fire wall repair in City hall garage

10.04 Library Director Report

- We had a Legacy Program: Zachary Scott Johnson – Holiday Music
 - 7 children, 3 adults
- Student aide worked a few days and then needed to focus on school.
- Planning for 2019 activities
- I proctored an exam for a patron
- A volunteer came in and assisted in covering books
- Discovered Cathie added 16 books that we already had
 - Wrote out a weeding/adding procedure and checklist for items

Cathie:

- Added books to the system
- Covered books
- Sorted donations
- Added new patrons

Bethany Leseman
Library Director

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

Annual Audit – January 16-18, 2019

Possible Special Primary Election – Tuesday, January 22, 2019

Special Election – Tuesday, February 5, 2019

City Council Meeting – Wednesday, February 13, 2019

13.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to adjourn the meeting, the time being 7:31 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer