

**Carlton City Council
Meeting Minutes
Wednesday, February 13, 2019**

1.00 Call to Order & Pledge of Allegiance

Mayor Soderstrom called the meeting to order at 6:00 pm.

1.01 Oath of Office

Clerk Conway administered the Oath of Office to Councilor Ryan Schmidt.

2.00 Roll Call – Agenda Additions/ Deletions

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

Council Absent: Councilor R. Jorgenson

Staff Present: Clerk/ Treasurer, C Conway; Public Works Superintendent, D Wolf;

Others Present: Katherine Nistler, Saydee Clemens, David Bakke, Timothy Soden-Groves, Diane Soden-Groves, Dawn Browne, Boyd Smith

3.00 Approve Agenda

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Agenda as presented. The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, January 9, 2019, Special Meeting, January 23, 2019

4.02 Approval of Bills: Exhibit A dated February 13 2019 in the amount of \$174,738.88

4.03 Approval of Bills: Exhibit B dated February 13, 2019 was not presented at meeting.

4.04 Approval of Check Numbers – 32450-32538, Void 32451-32484, 32520

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 MacDonald to approve the Consent Agenda as presented. The motion passed unanimously.

5.00 Presentations & Guests

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Thank you from VFW

7.02 Donation Request – Carlton Community News

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to give a charitable gambling donation of \$1,000.00 to Carlton Community News. The motion passed unanimously.

7.03 Donation Request – Doomsday Dogs

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to give a charitable gambling donation of \$1,500.00 to Doomsday Dogs Robotics Team. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2019-08 Resolution Accepting Council Member Resignation and Making an Appointment

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to pass Resolution 2019-08 Accepting Member Resignation and Making an Appointment. The motion passed unanimously.

Aye = 3

Nay = 0

8.02 Resolution 2019-09 A Resolution for the 2019 Carlton County Score Grant

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve Resolution 2019-09 - 2019 Carlton County Score Grant. The motion passed unanimously.

Aye = 4

Nay = 0

8.03 Ordinance 207 – An Ordinance to Renumber Chapter 7, Part 8, Ordinance 204

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve Ordinance 207 Authorizing the renumbering of Ordinance 204. The motion passed unanimously.

Aye = 4

Nay = 0

8.04 Ordinance 208 – I&I Compliance Model Ordinance

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Ordinance 208 I&I Compliance Model Ordinance. The motion passed unanimously.

Aye = 4

Nay = 0

8.05 Policy Update – Interfacility Transfers

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to allow a \$25.00 per diem for site to site ambulance transfers from 0-25 miles. The motion passed with Councilor Bodie abstaining.

8.06 A Workplace Accident and Injury Reduction (AWAIR) Policy

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the AWAIR Policy as presented. The motion passed unanimously.

8.07 Employee Right to Know Policy (ERTK)

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the ERTK Policy as presented. The motion passed unanimously.

8.08 Blood Borne Pathogens Policy

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Blood Borne Pathogens Policy as presented. The motion passed unanimously.

8.09 Fleet Safety Program and Driver Policy

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Fleet Safety Program and Driver Policy as presented. The motion passed unanimously.

8.10 Respiratory Protection Program

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Respiratory Protection Program as presented. The motion passed unanimously.

8.11 Lockout/Tagout Program

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Lockout/Tagout 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 13233-21 in the amount of \$9,897.50. The motion passed unanimously.

9.02 Fire Hall Expansion

-Architect Quotes

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the quote in the amount of \$6,500.00, submitted by Architectural Resources Inc. (ARI,) for design of the ambulance garage. The motion passed unanimously.

UNFINISHED BUSINESS

9.03 Thomson Bell and Historical Plaque

9.04 Willows Edge

-Schedule of Events

-Developers Agreement – Resolution 2019-11

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Developers Agreement – Resolution 2019-11 - with Willows Edge Development. The motion passed unanimously.

Aye = 4

Nay = 0

-Resolution 2019-10 A Resolution Call Public Hearing on the Modification of Development District No. 1 and the Establishment of Tax Increment Financing District No. 2

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Resolution 2019-10 Calling for a Public Hearing of Development District No.1 and Establishment of Tax Increment Financing District No. 2. The motion passed unanimously.

Aye = 4

Nay = 0

-MSA Task Order

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Task Order submitted by MSA to perform engineering services on the Willows Edge Project. The motion passed unanimously.

NEW BUSINESS

9.05 Boyd Smith

Mr. Smith would like to purchase PID 15-010-1120, which is a tax forfeit property. Additional discussion will be held after the property is transferred to the City.

9.06 David Bakke

Mr. Bakke is exploring the possibility of adding on to the existing building at 308 Chestnut Avenue and also adding a second story to the building. The property lines may need to be adjusted if this were to take place.

9.07 LG220 – National Wild Turkey Federation

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the LG 220 submitted by the National Wild Turkey Federation. The motion passed unanimously.

9.08 Fire Department Officers

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to appoint Hannah Franck, Brian Schubitzke and Travis Saari as Captains of the Carlton Fire Department. The motion passed unanimously.

9.09 Library Board Members

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to appoint Brittany Klatt, Mary Maurer, Bob Bureau, Tina Larson and Michelle Carlson to the Library Board. The motion passed unanimously.

9.10 2018 – 4th Quarter Ambulance Write-Offs.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve 4th Quarter Ambulance Write-Offs in the amount of \$92,185.02. The motion passed unanimously.

9.11 2019 Employee Wages Clarification

Employees who received the \$2.00 wage increase on 1.1.2019 are not eligible for the 2% COLA.

9.12 Animal Control Update

The proposal is to implement a spay/neuter program and micro-chipping for city and townships residents who live in Carlton County. Funds budgeted for Friends of Animals would be used to pay for these programs. Council would like additional information before formally committing funds.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in January

- Agenda Packets/Meeting Minutes/Bank Reconciliation
- Completed Medicare & Medicaid forms for TransMedic
- Completed Budget

- Set up 2019 in Banyon
- Fee Schedule Information
- Special Elections (Primary & General)
- Audit
- Prepare and Submit W-2 & 1099
- Create Fee Schedule Ordinance
- Research and submit FEMA info (2012 Flood)
- Work Comp Premium Allocation
- Policy Updates
- Annual Revenue Recapture Training (Carol & Jodie)
- Pera Exclusion Report
- End of Year Reports

- Jodie
- * Payroll
 - * Accounts Payable/Accounts Receivable
 - * Bank Deposits
 - * Water billing, payments
 - * Disconnects and door hangers
 - * Invoice Coding/Exhibit

10.02 Fire Chief Report

Firehall expansion meetings – Presenting garage proposals to council. Met with twin lakes representative, happy with new plan and the way it is laid out. John is going to present to the township board. Going to work on numbers and present to fire board meeting in April- May.

Recruitment – working on community members. Hiring 4 on ambulance.

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 – still not done, not sure what the holdup is.

BINGO and Winterfest.

Serviced auto ex tools in January.

Officer's nominations.

Apply for grants.

Call Volume for as of January 1, 2019

Call by Type

Medical: 65

False Alarm: 7

Hazardous Condition: 0

Rescue: 0

Vehicle Accident w/out extrication: 1

Vehicle Extrication: 0

Vehicle Fires: 2

Vehicle Fires: 2

Vegetation Fires: 0

Working Structure Fire: 1

Service Call: 0

Transport: 3

Lift Assist: 2

Chimney Fires: 1

Other: 0

Total # of Runs: 52

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

- Water plant construction
- Start up construction again
- Met with Ulland brothers about water line
- Worked with Donohue for water line
- Funding through state
- Working with Township on plan review
- Meeting with FDL
- Working on Booster station location
- Out house: waiting for spring to paint and install concrete
- I & I plans Wrenshall and Carlton
- Safety city staff
- Plowing snow
- Sewer cleaning complete – need to review videos – (feb-March)
- Supplies list for fire wall repair in City hall garage (Feb)

- DNR report for Carlton and Wrenshall.
- Ryan Walker - youth worker
- Frozen water line, frozen water meters
- Policy review
- Build Winterfest course

10.04 Library Director Report

- I touched base with Cathie on a few housekeeping items
 - We had safety training
 - I did planning for Summer Reading Program Activities
 - I ordered a Sit-to-Stand desk for the double monitor staff computer
 - This was paid for by FOL
 - It arrived and I set it up with the help of my husband
 - We also swapped out the other desk items for the desks that had been in the ramp area (Cleaned on a previous day)
 - Two of the public works guys took these out of ramp area for me and put them in the Activity room for me
 - I had a “New Director Orientation” meeting with Shari Fisher, the Assistant Director of the Arrowhead Library System
- Cathie:
- Covered books
 - Sorted donations
 - Added new patrons
 - Alphabetized some of our collection

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

12.01 Office Closed – February 18, 2019 – Presidents Day

12.02 City Council Meeting – March 13, 2019 @ 6:00pm

12.03 Public Hearing for TIF District – March 13, 2019 @ 6:05pm

12.04 Clerks Conference – March 20,2019 – March 22, 2019 (Carol Attending)

12.05 Board of Appeal and Equalization Meeting – April 18, 2019

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to adjourn the meeting, the time being 7:07 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer