

Carlton City Council
Meeting Minutes
Wednesday, March 13, 2019

1.00 Call to Order & Pledge of Allegiance

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

2.00 Roll Call – Agenda Additions/ Deletions

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

Council Absent:

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

Others Present: Cory Smith, Emily & Glenn Swanson, Paul Vernon, Andrew Sharpe (Building Official, Chris Gass (Carlton SWCD) Kelly Smith (Carlton SWCD), Mikaela Huot (Springsted), Eric Jones

3.00 Approve Agenda

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

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, February 13, 2019

4.02 Approval of Bills: Exhibit A dated March 13 2019 in the amount of \$103,243.88

4.03 Approval of Bills: Exhibit B dated March 13, 2019 in the amount of 26,933.03.

4.04 Approval of Check Numbers – 32539-32611

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 with the following changes to the exhibit: delete TransMedic (\$907.96), delete Ninety-Four Services (\$518.98). The motion passed unanimously.

A **Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to close the Regular Council Meeting and to open the Public Hearing, the time being 6:07pm. The motion passed unanimously.

5.00 Presentations & Guests

5.01 Building Official – Andy Sharpe

Mr. Sharpe gave an overview of the services he provides to the City.

5.02 Carlton Soil and Water Conservation District – Kelly Smith

Mr. Smith gave a presentation on the Emerald Ash Borer and the importance of starting to plant new trees now so they will be established before existing trees start to die.

5.03 Carlton County Public Health and Human Services – Blue Zone Initiative

A representative from Public Health explained what the Blue Zone Initiative is and gave examples of how a city could participate.

6.00 Public Hearings/Planning Commission Meeting

6.01 Tax Increment Financing (TIF) District No. 2

Mikaela Huot of Springsted explained what a TIF District is and how a developer receives funds with TIF. There were no questions or comments from the public.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to close the Public Hearing and re-open the Regular Council Meeting, the time being 6:13pm. The motion passed unanimously.

7.00 Petitions, Communications & Correspondence

7.01 Donation Request – Friends of the Carlton Area Public Library

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to give a charitable gambling donation of \$600.00 to Friends of the Carlton Area Public Library for the Summer Reading Program. The motion passed unanimously.

7.02 Donation Request – Carlton Community Education

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to give a charitable gambling donation of \$600.00 to Carlton Community Education for the Father/Daughter Ball. The motion passed unanimously.

7.03 Donation Request – Carlton School Readiness

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to give a charitable gambling donation of \$200.00 to Carlton School Readiness for Transportation Night. The motion passed unanimously.

7.04 Donation Request – Encore Performing Arts Center (Oldenburg Arts and Cultural Community)

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to give a charitable gambling donation of \$500.00 to Encore Performing Arts Center for Document Spring. The motion passed unanimously.

7.05 Thank you from Carlton Community News

Carlton Community News sent a thank you note for the charitable gambling donation.

7.06 Thank you from Carlton High School

Carlton High School sent a thank you note for the charitable gambling donation to the Doomsday Dogs Robotics Team.

8.00 Ordinances; Resolutions and Policies

8.01 Hearing Conservation Program

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the Hearing Conservation Program. The motion passed unanimously.

8.02 Personnel Policy - Updated

A Motion was made by Councilor Jorgenson and seconded by Bodie to approve the updated language to the Benefits section of the Personnel Policy, the change is retroactive to January 1, 2019. The motion passed unanimously.

8.03 Credit Card/Fuel Card Policy

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the Credit Card/Fuel Card Policy. The motion passed unanimously.

8.04 Resolution 2019-12 Accepting Grants and Donations to the City Library

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Resolution 2019-12 Accepting Grants and Donation to the Library. The motion passed unanimously.

Aye = 5

Nay = 0

8.05 Resolution 2019-13 Resolution Establishing Tax Increment Financing (Housing District No. 2 in development District No. 1 and Approving a Tax Increment Financing Plan and Development Program Therefor

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve Resolution 2019-13. The motion passed unanimously.

Aye = 5

Nay = 0

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve payment of Donohue invoice 13233-22 in the amount of \$9,685.00. The motion passed unanimously.

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve payment of MBI Application #4 in the amount of \$82,460.00. The motion passed unanimously.

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Change Order No. 2 in the amount of \$4,996.75. The motion passed unanimously.

An update was given by Clerk Conway on the status of the Crossing Permit Application with BNSF.

9.02 Fire Hall Expansion

9.03 Willows Edge Development

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Resolution 2019-14 Approving a Contract for Private Development with Willows Edge, LLC. The motion passed unanimously.

Aye = 5

Nay = 0

UNFINISHED BUSINESS

9.04 Thomson Bell and Historical Plaque

9.05 AirFirber Lease Agreement

9.06 206 Chestnut Ave – tax forfeit property

NEW BUSINESS

9.07 LG230 Eagles Aerie 1163

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the LG 230 submitted by Eagles Aerie 1163. The motion passed unanimously.

9.08 LG220 Nicholas Sellgren Post 2962 VFW

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the LG 220 submitted by Nicholas Sellgren Post 2962 VFW. The motion passed unanimously.

9.09 LG220 Carlton County Chapter of MN Deer Hunters Association (April 28, 2019)

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the LG220 submitted by the Carlton County Chapter of MN Deer Hunters Association. The motion passed unanimously.

9.10 LG220 Carlton County Chapter of MN Deer Hunters Association (September 18, 2019)

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the LG220 submitted by the Carlton County Chapter of MN Deer Hunters Association. The motion passed unanimously.

9.11 Four Seasons Rink Flooding Request

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve a monthly rink flooding sewer adjustment of 15,000 gallons for a period of five (5) months for a total of 75,000 gallons per season. The motion passed unanimously.

9.12 2018 – Budget Correction

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve 2019 budget corrections to the following funds: General Fund – increase Parks and Recreation Operating Supplies \$1,000.00, increase 100-41900-581 Capital Improvements \$4,000.00; Cemetery Fund – enter revenues, Post Retirement Benefit – decrease expenses \$1,500.00. The motion passed unanimously.

9.13 Water/Sewer Account 321 and Account 379

Water/Sewer Account 321 was removed from tax rolls. Notifications were not sent to the property owner. No action taken on account 379.

9.14 Repair Estimate for Aerial 610 – Fire Truck

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the estimate of \$3,350.00 for repairs to Aerial 610. The motion passed unanimously.

9.15 Springsted – Consent to Assignment

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the Consent to Assignment presented by Springsted. The motion passed unanimously.

9.16 Approval of 2018 Audit

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the 2018 Audit performed by Wipfli. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in February

- Agenda Packets/Meeting Minutes/Bank Reconciliation
 - General Election
 - Meetings with WLSSD and MSA
 - Research for Developers Agreement
 - Letter of Support for Twin Lakes Township Waterline
 - Start Reviewing Internal Controls
 - Continue with Policy Updates
 - Review and update Ambulance Billing Rates
 - Ambulance Info for Township Meetings (Paid on call support)
 - Submitting info to Wipfli for Audit
 - Complete Score Grant Application and Submit (Recycle Shed)
 - Assessment Searches
 - Attend Blackhoof Township Meeting
 - Updated Revenue Recapture Letter
 - Attended Disaster Management Training in Mountain Iron
 - Submitted Information for Supplemental Ambulance Payments
- Jodie
-Payroll
-Accounts Payable/Accounts Receivable
-Bank Deposit
-Water bill, payments, disconnects
door hangers
-Invoice Coding/Exhibit
-Continue with updating SDS
-Website Updates

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 is back, still not 100% still working out issues
- Meeting with townships, presenting on-call information to them in hopes of new preparation
- Working on retirements documentation
- Mark Cool, with Split Rock Trading, presented investments
- New hires started riding 3rds

Call Volume for as of January 1, 2019

Call by Type

Medical: 100

False Alarm: 10

Hazardous Condition: 2

Rescue: 1

Vehicle Accident w/out extrication: 7

Vehicle Extrication: 0

Vehicle Fires: 2

Vegetation Fires: 0

Working Structure Fire: 1

Service Call: 0

Transport: 5

Lift Assist: 5

Chimney Fires: 1

Other: 0

Total # of Runs: 134

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

- Water plant construction
- Start up construction again
- Met with Ulland brothers about water line
- Meeting with MBI
- Stryo-Foam change order
- Worked with Donohue for water line
- Funding through state
- Working with Township on plan review
- Working on Booster station location
- Hearing at the state level
- Joint powers meeting
- Out house: waiting for spring to paint and install concrete
- Plowing and hauling lots of snow!!! – going good
- Plow repairs
- Sewer cleaning complete – need to review videos – (March)
- Ryan Walker - youth worker – hard worker!
- Policy review
- MRWA Conference
- Wrenshall street review
- Hope to move city hall wall in March
- Need to upgrade gas lines

10.04 Library Director Report

- I delivered bookmarks for Library Activities to South Terrace and Wrenshall
- I completed a Library System wide Citrix reboot on the staff computers
- I had a great time playing games and giving away prizes and books at Winterfest!
- I have a new student aide
 - He started 2/19/19 and he will be here Mondays, Tuesdays and Thursdays from about 1:30 pm to 2:20 pm.
 - He shows up and has so far at least attempted to do any and all work asked of him.
- I attended a COMPASS meeting in Mt. Iron
- I went over showing a movie at the library with Cathie

- I ordered books
- I had a site visit and meeting with Molly Stanford from ALS to go over the Minnesota Public Library Annual Report

Cathie:

- Has been doing a great job with regular daily tasks
- Has been working with student aide on Thursdays

She showed a movie at the library for her first time and had 1 adult and 2 children

10.05 Council Member Report

10.06 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

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

12.02 City Council Meeting – April 10, 2019 @ 6:00pm

12.03 Board of Appeal and Equalization Meeting – April 18, 2019 @ 2:00pm

12.04 Joint Powers Board Meeting – April 18, 2019 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to adjourn the meeting, the time being 7:53 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer