

**Carlton City Council
Meeting Minutes
Wednesday, April 10, 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, H. MacDonald, R. Jorgenson, R. Schmidt

Council Absent:

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

Others Present: Dawn Browne, Diane Soden-Groves, Timothy Soden Groves, Daisie Gustafson, Freya Gustafson, Ann Gustafson, Michelle Swoboda, Aaron Lehto, David Sobzak

3.00 Approve Agenda

A **Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the Agenda with the following changes: Add 7.03 Carlton Farmers Market, 8.07 Donation Request from 4-H Wild Dabblers Club; Delete: 9.08 Jessie Sobzak. The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, March 13, 2019; Public Hearing, March 13, 2019; Planning Commission Meeting, March 20, 2019.

4.02 Approval of Bills: Exhibit A dated April 10, 2019 in the amount of \$281,891.56.

4.03 Approval of Bills: Exhibit B dated April 10, 2019 in the amount of \$26,476.52.

4.04 Approval of Check Numbers – 32612-32673

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 Jorgenson and seconded by Councilor Schmidt to approve the Consent Agenda as presented. The motion passed unanimously.

5.00 Presentations & Guests

5.01 Michelle Swoboda – Audit Presentation

Ms. Swoboda gave a brief overview of the 2018 audit results. Council Member Bodie noticed a few discrepancies in the Fire Relief portion of the audit that will need to be corrected. The information will be corrected and the audit will be returned to the City.

5.02 4-H Group Wild Dabblers Club

Freya Gustafson and Daisie Gustafson informed the Council of the Club's plan to improve the over grown garden area in the DNR Park at the Munger Trail Head. They requested a \$500.00 donation to purchase flowers, mulch and supplies for the project.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Homeland Security and Emergency Management (Communication)

The City received \$12,320.48 in State FEMA Funds for Disaster DR-MN 4069. Thomson FEMA funds due from the 2012 flood.

7.02 Willows Edge Ground Breaking (Communication)

May 7, 2019 @ 11:30 am

7.03 Carlton Farmers Market (Communication)

The Carlton Farmers Market would like to set up in the Four Season's Parking Lot again this summer. The Farmers Market was directed to contact the Four Seasons Board for approval.

8.00 Ordinances; Resolutions and Policies

8.01 Donation Request – Bulldog Spirit Club

A Motion was made by Mayor Soderstrom and seconded by Councilor Schmidt to approve a donation request in the amount of \$500.00 to The Bulldogs Spirit Club. The motion passed with the following votes:

Aye = 4

Nay = 1

8.02 Donation Request – 2019 Eagles Aerie 1163 Extravaganza

Request denied – Charitable gambling funds cannot be used for fundraising events.

8.03 Resolution 2019-15 Approving a Pavement Marking Project on CSAH1

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2019-15 allowing Pavement Marking on CSAH1. The motion passed unanimously.

Aye = 5

Nay = 0

8.04 Resolution 2019-16 Accepting Grants and Donations to the City Library

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Resolution 2019-16 Accepting Grants and Donation to the Library. The motion passed unanimously.

Aye = 5

Nay = 0

8.05 Small Wireless Facility Design Guidelines Policy

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the Small Wireless Facility Design Guidelines Policy as presented. The motion passed unanimously.

Aye = 5

Nay = 0

8.06 Peripheral Intravenous Access (IV) Policy

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve the Peripheral Intravenous Access Policy as presented. The motion passed unanimously.

Aye = 5

Nay = 0

8.07 Donation Request – 4-H Wild Dabblers

A Motion was made by Mayor Soderstrom and seconded by Councilor Bodie to approve a donation request in the amount of \$500.00 to 4-H Wild Dabblers Club. 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 13233-23 in the amount of \$13,678.53. The motion passed unanimously.

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve payment of MBI Application #5 in the amount of \$89,585.00. The motion passed unanimously.

Public Works Superintendent gave an update on construction progress of the water treatment plant and informed the Council that Ashely Hammerbeck is no longer with Donohue and Susan Wojtkiewicz will be in charge of the project.

Councilor Bodie wants to make sure the rock pile along the curb at the water treatment site is kept cleaned up.

9.02 Fire Hall Expansion/Ambulance Garage

Plans for the proposed 32x60 garage are complete except for a couple of minor changes. The fire department building committee would like to proceed with the quoting process.

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to proceed with the propose garage plans. The motion passed unanimously.

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

A sketch of the proposed structure was received and it will be sent to Mark Wester at the DNR for review and approval to proceed.

9.05 AirFiber Lease Agreement

9.06 206 Chestnut Ave – tax forfeit property

The Carlton County Auditors office will submit paperwork to the State of Minnesota to have the deed transferred, when updated deed is received it will be recorded and sent to the City.

NEW BUSINESS

9.07 Dave Sobzak – Water Issues

Mr. Sobzak informed the Council of issues he has on his property in the spring when the snow melts. He inquired as to what can be done to get the water in that area to drain better.

9.08 Jessie Sobzak – Updated Sewer Ordinance

Removed from agenda

9.10 Mike Bubany, David Drown & Associates – Comparative Study

Tabled until May 8, 2019

9.10 LG220 Nicholuson-Sellgren Post 2962

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the LG220 submitted by Nicholuson-Sellgren Post 2962. The motion passed unanimously.

9.11 Hydro Klean Proposal

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Hydro Klean proposal in the amount of \$6,875.00. This will be reimbursed by the Star Grant received for this project. The motion passed unanimously.

9.12 Authorization for Credit Card – Bethany Leseman, Jodie Johnson

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve a credit card for Bethany Leseman, Library Director and for Jodie Johnson, Deputy City Clerk. The motion passed unanimously.

9.13 Cell Phone Service – First Net

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve a change to First Net Cell Phone Service. The motion passed unanimously.

9.14 Black Top Patcher

A black top patcher was purchase jointly with Twin Lakes Township.

9.15 Peddler Application

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve the Peddlers Application submitted by Jim’s Lawncare Service. The motion passed unanimously.

9.16 Building Permit Fees

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to remove electrical charges from the City building permit application. The motion passed unanimously.

9.17 Carlton Area Hockey Association/Four Seasons Request

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the request of support in the amount of \$5,000.00 for heating repairs (\$2,000.00 budgeted amount, \$1,500.00 from the general fund and \$1,500.00 from Charitable Gambling). The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

Items worked on in March

- Agenda Packets/Meeting Minutes/Bank Reconciliation
- Ambulance Supplemental Payments
- Policy Updates
- Attended Water Treatment Plant Meeting
- Work on BNSF Crossing Permit
- Annual LMN Salary Survey
- Review Audit
- Frozen Waterlines
- Review TIF Plan
- Legal Postings to Paper
- PFA Disbursement #3
- I&I Information to Residents
- Meeting with County EMS Director and First Net Representatives
- Attend MMUA Safety Training in Scanlon
- Create Bike Ad
- Attend Clerk’s Conference

Jodie
- Payroll
-Accounts Payable/Accounts Receivable
-Bank Deposit
-Water Billing, payments, disconnects
-Invoicing/Coding/Exhibit
-Develop water/sewer pamphlet
-Website Updates

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

- Firehall expansion meetings –ARI – finalizing plans for garage. Hope to get utilities, dirt and concrete quotes for May meeting. Fire board meeting 4-17-2019 to present expansion to Fire board.

- Recruitment – working on community members.
- Zuercher CAD (computer-aid dispatch) – Installed in 609. Hope to start implementing end of April
- 601 ambulance has been up front for last month, seemed to be working
- 610 ladder, repaired at EAM in Lino Lakes, cost went up due to another part needed to be purchase controller to operate nozzle controls from platform
- Meeting with townships. Went pretty good, Hope to have more participation. Communities appreciated of us coming out.
- Working on retirements documentation, awaiting a response for retired member
- Pre plans of local business. Interfaith complete, Carlton Place almost complete, working on Pineview, Liberals, Woodland Pines.
- Mandatory training went well, committee did a great job putting it on.
- Hosted a county wide EMS training on Mandatory reporting for children and vulnerable adults

Entity	Calls	Ambulances	Ratio
Floodwood	156	1	1:156
Cromwell	175	2	1:88
Tower	475	2	1:238
Carlton	691	2	1:340
Cloquet	2509	4	1:627
Hibbing	2621	4	1:655
Virginia	3762	6	1:627

Call Volume for as of March 31, 2019

Call by Type

Medical: 157

False Alarm: 13

Hazardous Condition: 3

Rescue: 1

Vehicle Accident: 10

Vehicle Extrication: 0

Vehicle Fires: 3

Vegetation Fires: 2

Working Structure Fire: 4

Service Call: 1

Transport: 7

Lift Assist: 8

Chimney Fires: 1

Other: 1

Total # of Runs: 212

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

Water Plan

Construction

Meeting with MBI

Stryo-Foam Change Order

Darin Tile Change Order

New Engineer for Donohue – Susan Wojtkewicz

Highway 210 Water Line

Working with Township on plan review

Working on Booster Station Location

Provide H2O Samples to Rep. Sundin

Joint Powers Meeting

- Out house: waiting to paint and install concrete
- Sewer cleaning complete – need to reviewing videos
- Ryan Walker - youth worker – hard worker!
- Jake Menze possibly to start in May after school is out
- Moved city hall wall, getting tapping quotes
- Need to upgrade gas lines
- Frozen water services.....
- Frozen sewer services.....
- Clean storm sewer catch basins
- Steam culverts and sump pump lines
- Met with Carlton County Emergency Management
- Met with First net & AT&T
- Purchased 2000 sandbags
- Purchased blacktop patch trailer. Shared purchased with Twin lakes township

- Sweeping sidewalks
- Need to come up with a plan to street signage at the old water plant sight. Possibly shipping container or different shed at recycle center
- Looking at street sign upgrade

10.04 Library Director Report

- I delivered bookmarks for Library Activities to South Terrace and Wrenshall
- Worked with student aide and discussed cell phone usage while here to work and no call no show.
- I updated our Facebook page with Spring Basket Raffle information
- I completed my first MN Library Annual Report
- I cleaned some DVD's and CD's
- I did all of the prep for advertising and tickets for Spring Basket Raffle so it will all be ready for April 1st
- I printed, cut and sorted all of the information for the April poetry and bookmark contests for the schools so I could deliver them on April 1.
- I attended a FOL meeting
- I attended a Legacy Program here in our Activity room "Colors of MN": only 3 in attendance

Cathie:

- Has been doing a great job with regular daily tasks
- Has been working with student aide on Thursdays
- Has gone through huge amounts of donations (about 20 large boxes)
- Has not been keeping her phone on silent as previously requested on multiple occasions. (1/3/19, 3/7/19, 3/28/19 twice on 3/28/19)

10.05 Council Member Report

10.06 Mayor Report

- Submitted an application for the Barnum School Playground
- Letter to 521 Lindberg Drive
- Gravel in Alley's

11.00 RECAP ACTION ITEMS

11.01 Quorum for Board of Appeal and Equalization Meeting

Clerk Conway updated the Council on what will happen if there is not a quorum for the meeting.

12.00 UPCOMING MEETINGS AND EVENTS

12.01 City Council Meeting – May 8, 2019 @ 6:00pm

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

12.03 Fire Board Meeting – April 17, 2019 @ 6:00pm (Carlton Fire Hall)

12.04 Joint Powers Board Meeting – April 18, 2018 @ 6:00pm

12.05 Willows Edge Ground Breaking – May 7, 2019 @ 11:30am

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to adjourn the meeting, the time being 7:58 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer