

**Carlton City Council  
Meeting Minutes  
Wednesday, May 8, 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:* Diane Soden-Groves, Angela Hillman, Dawn Zeleznikar, Mike Bubany

**3.00 Approve Agenda**

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

**4.00 Consent Agenda**

**4.01 Approval of the Minutes:** Regular Meeting, April 10, 2019; Board of Appeal and Equalization Meeting, April 18, 2019

**4.02 Approval of Bills:** Exhibit A dated May 8, 2019 in the amount of \$765,118.77.

**4.03 Approval of Bills:** Exhibit B dated May 8, 2019 in the amount of \$45,179.73.

**4.04** Approval of Check Numbers – 32674-32745; Void 32674,32675

**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**

**6.00 Public Hearings/Planning Commission Meeting**

**7.00 Petitions, Communications & Correspondence**

**7.01 Dawn Zeleznikar – Eagles Aerie #1163 – 5K Race**

Shield 616 would like to hold a 5k/10k race in Carlton on Friday August 16, 2019. City Council gave permission to hold the race in Carlton.

**7.02 Curnow and Voyager Trail Race**

New Date – July 13, 2019

**7.03 Ragnar Relay Minnesota Race – August 16 & 17, 2019**

Ragnar race officials would confirmation on City letterhead that Council is aware of the Ragnar Race coming through the City. Clerk Conway will send confirmation letter.

**7.04 Thank you from Carlton Amateur Hockey Association (CAHA)**

CAHA sent a thank you note for the monetary support for a new boiler system.

**7.05 Thank you from Carlton Wrenshall Community Education**

A thank you was sent for the Charitable Gambling donation to the Father/Daughter Ball.

**8.00 Ordinances; Resolutions and Policies**

**8.01 Donation Request – Carlton High School – All Night Grad Party**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to approve a donation request in the amount of \$200.00 for the Carlton High School All Night Grad Party. The motion passed with the following votes:

Aye = 4 Abstain = 1

Nay = 0

**8.02 Donation Request – Carlton Community Education – 2<sup>nd</sup> Annual STEM Camp**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve a donation request in the amount of \$400.00 for the Carlton Community Education STEM Camp. The motion passed with the following votes:

Aye = 5

Nay = 0

**8.03 Donation Request – Carlton High School Community Clean Up**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve a donation request in the amount of \$250.00 for the Carlton High School Community Clean Up. The motion passed unanimously.

Aye = 5

Nay = 0

**8.04 Resolution 2019-17 Resolution Requesting Comprehensive Road and Transit Funding**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve Resolution 2019-17 Requesting Comprehensive Road and Transit Funding. The motion passed unanimously.

Aye = 5

Nay = 0

**8.05 Resolution 2019-18 – Resolution Expressing Appreciation for and Acceptance of Playground**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to approve a Resolution Expressing Appreciation for and Acceptance of Playground. The motion passed.

Aye = 4

Nay = 1

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to approve the quote from Ultimate Playgrounds (\$25,000.00) for disassembly, transport and reinstallation of the playground. Disassembly and transport will be billed and paid for in 2019 and reinstallation will be billed and paid for in 2020. The motion passed.

Aye = 4

Nay = 1

**8.06 Right-of-Way Ordinance**

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the Right-of-Way Ordinance with the following changes: remove Subd 1&2, change Subd.4 *Duty to correct defects* from five (5) days to thirty (30) days. Renumber Subd 1-5. Publish Summary Right-of-Way Ordinance. 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 Bodie and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-24 in the amount of \$13,335.85. The motion passed unanimously.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve payment of MBI Application #6 in the amount of \$663,701.35. The motion passed unanimously.

Public Works Superintendent gave an update on construction progress of the water treatment plant.

### 9.02 Fire Hall Expansion/Ambulance Garage

A Special Meeting will be held on May 22, 2019 to review quotes for ambulance garage construction.

## UNFINISHED BUSINESS

### 9.04 Thomson Bell and Historical Plaque

### 9.05 AirFiber Lease Agreement

Agreement has been reviewed and approved by City Attorney. Waiting on response from AirFiber

### 9.06 206 Chestnut Ave – tax forfeit property

City received the Deed on May 8, 2019.

### 9.07 Mike Bubany – David Drowns Associates – Comparative Study

Mr. Bubany showed Council how a Capital Financial Plan can assist in determining how to pay for needed projects.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the proposal in the amount of \$5,000.00 plus mileage (not to exceed \$250.00) for a Capital Financial Plan. The motion passed unanimously.

## NEW BUSINESS

### 9.08 LG 220 – Carlton County Riders ATV Club

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the LG220 submitted by Carlton County Riders ATV Club. The motion passed unanimously.

### 9.09 Application for Temporary On-Sale Liquor License

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Temporary On-Sale Liquor License submitted by Encore Performing Arts Center (County Seat Theater Co). The event will take place at Oldenburg House on August 2-3, 2019. The motion passed unanimously.

### 9.10 RCB Collection Agreement

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

### 9.11 Approval of Library Board Member

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Keely Mendez as a Library Board Member. The motion passed unanimously.

### 9.12 Ambulance Ordinance

Council directed Clerk Conway to proceed with developing/having developed an Ambulance Ordinance.

### 9.13 Charitable Gambling Funds

Clerk Conway learned proceeds of the 10% Charitable Gambling Fund may be used for playground equipment and for safety equipment. Council will determine if any Charitable Gambling Funds will be used for the playground disassembly after an invoice is issued.

#### **9.14 Community Education Class**

City Council approved the use of the Civic Center kitchen for an Instant Pot class being offered through Carlton Community Education.

#### **9.15 Water/Sewer Late Fee**

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to approve increasing the minimum balance outstanding on water/sewer bill from \$5.00 to \$30.00 before a late fee is assessed. The motion passed unanimously.

#### **9.16 BNSF Crossing Permits**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the BNSF Crossing Permits needed for the installation of water lines. The motion passed unanimously.

#### **9.17 Planning Commission Meeting (Zoning Change)/Special Meeting/Informational Meeting**

May 22, 2019: Special Meeting @ 5:15, Planning Commission Meeting @ 5:45, resume Special Meeting @6:00pm, Informational Meeting @6:00pm.

#### **9.18 Wilhelmina Drive**

**A Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to approve the quote for ditching, tree removal and addition of Class 5 on Wilhelmina Drive. The motion passed unanimously.

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

#### **10.01 City Clerk Report**

**April was another busy month.**

- ✓ I worked on agreement revisions with RCB Collections, AirFiber and I am working with the DNR on an amendment to our contract for installation of additional playground equipment (donated by Barnum School District) at the Munger Trail Head and also, to get the Thomson Bell and Plaque installed along the Munger Trail.
- ✓ After much back-and-forth a final version of the railroad crossing permit has been approved.
- ✓ A Right-of-Way (ROW) Ordinance and ROW Application was created so the City can keep track of where utilities are being installed in our ROW's.
- ✓ The cemetery books were updated with all 2018 burials. We also had our 1<sup>st</sup> burial of year 2019. Many more locates and burials will be happening in the next few weeks.
- ✓ I attended a Safety and Loss Prevention Meeting in St. Cloud. I learned of area's where we are doing well and identified some area's where we could make improvements.
- ✓ All City owned cell phones were transferred to FirstNet.
- ✓ Research the 10% Charitable Gambling donations
- ✓ Attended Fire Board Meeting and Joint Powers Board Meeting.

Jodie processed payroll, water bills, accounts payable checks and sent out invoices. She also has been keeping the SDS site up to date, adding Facebook posts and updating the website. She is creating a binder with all new water treatment plant project photos.

Carol Conway  
Clerk/Treasurer

#### **10.02 Fire Chief Report**

- Firehall expansion meetings –ARI – finalizing plans for garage. Getting quotes. Approved 2020 budget starting plan late summer.
- Recruitment – working on community members.
- Zuercher CAD (computer-aid dispatch) – Installed in 609. Still working out kinks.
- Working on retirements documentation, awaiting a response for retired member
- Pre plans of local business. Interfaith complete, Carlton Place complete, Pineview complete, Liberals is next then Woodland Pines.
- Several Grass fires.
- Purchased gloves and PPE gear – Submitting training reimbursement to MBFTE
- Looking at new trailer for ATV
- Transportation night May 9<sup>th</sup> - Carlton Daze and National Night Out talk
- EMR initial class this summer
- Rope Rescue class. Went really well.

**Call Volume for as of April 30, 2019**

Call by Type

Medical: 220

False Alarm: 17

Hazardous Condition: 5

Rescue: 1

Vehicle Accident: 11

Vehicle Extrication: 0

Vehicle Fires: 4

Vegetation Fires: 7

Working Structure Fire: 5

Service Call: 1

Transport: 9

Lift Assist: 8

Chimney Fires: 2

Other: 1

**Total # of Runs: 291**

Respectfully Derek Wolf – Fire Chief

**10.03 Public Works Report**

**Water Plan**

Construction

Meeting with MBI

New Engineer for Donohue – Susan Wojtkewicz

**Highway 210 Water Line**

Working with Township on plan review

Working on Booster Station Location

Met with Senators and Commissioner

Joint Powers Meeting

- Out house: waiting to paint and install concrete
- Sewer cleaning complete – reviewed video, need to re-camera a section
- Ryan Walker - youth worker – hard worker!
- Moved city hall wall, taping complete, now just paint and doors
- Need to upgrade gas lines - May
- Frozen water services.....have unthawed
- Met with First net & AT&T – switched over
- Purchased blacktop patch trailer. Shared purchased with Twin Lakes Township, Need to build pad.
- Street Sweeping
- Looking at street sign upgrade – ordered signs
- Dig grave
- Install new LED light on 05 dump truck
- Safety meeting in Proctor
- Wills Edge Apartment, met with Interfaith
- Organize flags for Town Center
- Flower pots, tennis nets, etc.
- Playground
- Wrenshall

Respectfully,  
Derek Wolf  
Public Works Superintendent

**10.04 Library Director Report**

- I delivered Poetry and Bookmark Contest items to South Terrace and Wrenshall

- I put up divider board between my desk and Cathie's
- I rearranged some of our shelves in the library to accommodate more audio books
- I conducted a verbal warning to Cathie regarding her cell phone making noise during work
- I displayed our Basket Raffle items in our Activity room and put pictures for them on our Facebook page
- I filed our nonprofit update paperwork
- I started weeding our collection to provide more space for incoming items
- I started learning the Library's inventory process
- I attended a Library Board meeting
- I attended a Legacy Program at Inter Faith Care Center "The Sons and Daughters of the Northern Lights" with the Sutter Brothers: 31 adults and 5 children in attendance

Cathie:

- Has been doing a great job with regular daily tasks
- Has gone through more donations (about 10 more large boxes)
- Has been keeping her phone on silent since her verbal warning

Bethany Leseman

Library Director

**10.05 Council Member Report**

**10.06 Mayor Report**

## **11.00 RECAP ACTION ITEMS**

### **11.01 Quorum for Board of Appeal and Equalization Meeting**

City did not have a quorum for the Board of Appeal and Equalization meeting so this meeting has been turned over to Carlton County for year 2020.

## **12.00 UPCOMING MEETINGS AND EVENTS**

**12.01 City Council Meeting – June 12, 2019 @ 6:00pm**

**12.02 Planning Commission/Special/Informational Meeting-May 22, 2019 beginning @ 5:15pm**

**12.03 Fire Relief Meeting – May 28, 2019 @ 6:30pm (Carlton Fire Hall)**

**12.04 Joint Powers Board Meeting – May 23, 2018 @ 6:00pm**

## **13.00 Adjournment**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to adjourn the meeting, the time being 8:13 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer