

**Carlton City Council
Meeting Minutes
Wednesday, June 12, 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: H. MacDonald, R. Jorgenson, R. Schmidt

Council Absent: B. Bodie

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

Others Present: Diane Soden-Groves, Tim Soden-Groves, Dawn Browne, Emily Swanson

3.00 Approve Agenda

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Agenda with the following additions: 7.02 Thank you from Wild Dabblers 4-H Group; 9.15 Blue Cross/Blue Shield Contract; 9.16 Temporary Liquor License Reimbursement. The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, May 8, 2019; Special Meeting May 22, 2019, Planning Commission Meeting May, 22, 2019

4.02 Approval of Bills: Exhibit A dated June 12, 2019 in the amount of \$360,828.28.

4.03 Approval of Bills: Exhibit B dated June 12, 2019 in the amount of 24,397.17.

4.04 Approval of Check Numbers – 32746 - 32818

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

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Minnesota State Demographer

April 1, 2018 population estimate is 979; household estimate is 412.

7.02 Thank You from Wild Dabblers 4-H Group

Thank you note from the 4-H Group for the contribution from Charitable Gambling for the Pollinator Friendly Garden.

8.00 Ordinances; Resolutions and Policies

8.01 Donation Request – Carlton Community Education – Summer Learning Camp

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve a donation request in the amount of \$350.00 to Carlton Community Education for Summer Learning Camp. The motion passed with the following votes:

Aye = 4 Absent = 1

Nay = 0

8.02 Donation Request – Oldenburg Arts and Cultural Community

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve a donation request in the amount of \$500.00 to Encore Performing Arts/Oldenburg Arts and Cultural Community for Bee Friendly Events. The motion passed with the following votes:

Aye = 4 Absent = 1

Nay = 0

8.03 Resolution 2019-19 Donation Acceptance for Carlton Area Library

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve Resolution 2019-19 accepting donations to the Carlton Area Library. The motion passed with the following votes:

Aye = 4 Absent = 1

Nay = 0

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve payment of Donohue invoice 13233-25 in the amount of \$19,030.07. The motion passed unanimously.

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve payment of MBI Application #7 in the amount of \$263,695.30. The motion passed unanimously.

9.02 Fire Hall Expansion/Ambulance Garage

A Special Meeting will be held on June 19, 2019 to review quotes for ambulance garage construction.

UNFINISHED BUSINESS

9.04 Thomson Bell and Historical Plaque

9.05 AirFiber Lease Agreement

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to remove AirFiber Lease Agreement from the agenda. The motion passed with the following:

Aye = 4 Absent = 1

Nay = 0

9.06 206 Chestnut Ave – tax forfeit property

City Attorney is working on property valuation.

9.07 Mike Bubany – David Drowns Associates – Comparative Study

Clerk Conway had a phone conference with M. Bubany to review preliminary results. Changes being made before being presented to full Council.

NEW BUSINESS

9.08 First Quarter Ambulance Write-Offs

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve First Quarter Ambulance Write-Offs in the amount of \$103,094.25. The motion passed with the following:

Aye = 4 Absent = 1

Nay = 0

9.09 Request for Late Fee Forgiveness – 108 Grand Street

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the request by Members Cooperative Credit Union to waive late fees. Twelve (12) late fees will be removed. The motion passed with the following:

Aye = 4 Absent = 1

Nay = 0

9.10 Willows edge – Request to Waive Water Access and Sewer Access Fees

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the waiver of the water access and sewer access charges. The waiver applies only to the 1st phase of the Willows Edge project. The motion passed with the following:

Aye = 4 Absent = 1

Nay = 0

9.11 Security Agreement – Frandsen Bank & Trust

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Security Agreement requested by Frandsen Bank & Trust to have a security interest in the Contract for Private Development and TIF Note with the Willows Edge Project. The motion passed with the following:

Aye = 4 Absent = 1

Nay = 0

9.12 Request for Proposal (RFP) - Auditor

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to send out an RFP for auditing services. The motion passed with the following:

Aye = 4 Absent = 1

Nay = 0

9.13 Dog License Fees

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to revise Chapter 5, Part 3 *Regulation and Keeping of Dogs*. The motion passed with the following:

Aye = 4 Absent = 1

Nay = 0

9.14 Fence Quote for Baseball Field

Baseball outfield fence at Four Seasons will be removed for safety reasons.

9.15 Blue Cross/Blue Shield Contract

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to terminate the existing contract with Blue Cross/Blue Shield. The motion passed with the following:

Aye = 4 Absent = 1

Nay = 0

9.16 Liquor License Refund

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve refunding the \$100.00 Temporary Liquor License Fee to Glenn & Emily Swanson. The Honey Bee Festival scheduled for August 2 & 3, 2019 has been cancelled. The motion passed with the following:

Aye = 4 Absent = 1

Nay = 0

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

May Activities

- Spring burials have started so there were many graves located.
- Processed payroll, accounts payables, library petty cash and water payments.
- Right-of-Way Ordinance was developed and approved; summary ROW ordinance was published.
- Sent letter to Legislators with Transit Resolution that was passed at April's Council Meeting.
- Dealt with brown water issues due to temporary water line install at water treatment plant.

- Sent info to Mike Bubany for Capital Finance Plan (Comparative Study).
- Submitted final information for I&I Start Grant.
- Continue to submit for PFA funds as invoices come in for water treatment plant project.
- Painted windows in kitchen.
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)
- ***Carol on vacation – July 6 thru July 15!***

Jodie attended the 1st year of Clerk's Institute (May 6- May10). She processed payroll, water bills, accounts payable checks and sent out invoices. She continues to update the SDS site, Facebook posts and the website. She has also been working update election/voting information.

- Clerk Conway informed the Council the attorney fee for prosecution of crimes will go from \$125.00/hour to \$165.00/hour.
- Bathroom, hallway and entry way floors are going to be required to be sanded before painting. This is going to increase the cost.
- Clerk Conway asked Council for direction on how to proceed with stickers being placed on the Columbarium. Family members have not responded to letters concerning this matter.

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

- Firehall expansion meetings –Approved 2020 budget starting plan late summer.
- Firehall Garage, ARI is still reviewing quotes supposed to have recommendation by meeting
- Recruitment – working on community members, 1 new cadet, 2 new members
- Zuercher CAD (computer-aid dispatch) – Installed. Still working out kinks.
- Pre plans of local business. Interfaith complete, Carlton Place Complete, Pineview Complete, Liberals is next then woodland pines.
- Purchasing Auto Ex gloves
- Carlton Daze and National night out talk
- EMR initial class this summer
- IV training
- DNR Grant submitted for gear
- Online scheduling for ambulance
- New first in medical bags
- MS 150 – community bike ride

Call Volume for as of May 30, 2019

Call by Type

Medical: 273

False Alarm: 17

Hazardous Condition: 6

Rescue: 1

Vehicle Accident: 11

Vehicle Extrication: 2

Vehicle Fires: 4

Vegetation Fires: 8

Working Structure Fire: 6

Service Call: 1

Transport: 11

Lift Assist: 13

Chimney Fires: 2

Other: 1

Total # of Runs: 360

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

Water Plan

Construction & Meeting with MBI

Interior Walls Installed

Roof on Interior Walls

Ullands installed new water lines

Temporary lines hooked up

- Out house: waiting to paint and install concrete, had pumped out
- Sewer cleaning complete –re-camera a section on 4th street
- Ryan Walker and Tim Swenson - youth worker
- Finalizing door and gas line at city hall wall, just need thermostat wire and trim
- Pour and built a black top pad

Highway 210 Water Line

Working with Township on plan review

Working on Booster Station Location

Met with Senators and Commissioner

Joint Powers Meeting

Meeting with FDL

- Street sweeping – MNDOT this week
- Looking at street sign upgrade – ordered signs
- Dig graves
- Safety meeting in Carlton, made some changes to safety policy
- Playground installation hopefully on 6-6-19
- Wilhelmina drive ditching
- Dalles Ave lift station problems and alarms – installed new controller getting price for rebuild
- Crews mowing at Cemetery – disc golf and town
- Hydrant flushing
- Wrenshall sewer issues

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Library Director Report

- I attended a Library FOL meeting
- I attended and participated in the Spring Basket Raffle
- I did virus scans on all computers
- I Chose winners for the April Poetry and Bookmark Contests
- I got community donations for some of the prizes for April Contests
- I purchased popsicles and delivered them to classes that turned in a class poem
- I delivered prizes to winners of Poetry and Bookmark Contests
- I taught staff how to add items from OCLC
- I have worked on weeding and deleting in preparation for July book sale and inventory
- I dropped off winning bookmarks to be made into Library bookmarks at Community Printing

Cathie:

- Has been doing a great job with regular daily tasks
- Has gone through more donations

Has been pulling and deleting weeding items in preparation for July book sale and inventory

Bethany Leseman

Library Director

10.05 Council Member Report

10.06 Mayor Report

11.00 Recap Action Items

12.00 UPCOMING MEETINGS AND EVENTS

12.01 City Council Meeting – July 10, 2019 @ 6:00pm

12.02 Joint Powers Board Meeting – June 13, 2019 @ 6:00pm

12.03 Carlton Daze – July 26, 2019 -July 28, 2019

12.04 National Night Out – August 6, 2019

13.00 Adjournment

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:03 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer