

**Carlton City Council
Meeting Minutes
Wednesday July 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

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

Council Absent: None

Staff Present: Deputy Clerk, J. Johnson, Public Works Superintendent, D. Wolf

Others Present: Dawn Browne, Joe Jurewicz (MSA)

3.00 Approve Agenda

A **Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Agenda with the addition of 9.14 Information about 337 North Ave and 9.15 Bids for looping the water system by Willow's Edge. The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, June 12, 2019; Special Meeting, June 19, 2019

4.02 Approval of Bills: Exhibit A dated July 10, 2019 in the amount of \$725,602.43

4.03 Approval of Bills: Exhibit B to be presented on July 10, 2019.

4.04 Approval of Check Numbers – 32819 – 32888

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

5.00 Presentations & Guest.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Thank you from Carlton All Night Graduation Party

Thank you letter from the Carlton All Night Graduation Party Committee for the contribution from Charitable Gambling for the All Night Graduation Party.

7.02 Letter from Minnesota Department of Health

A letter stating the drinking water connection fee will be increasing from \$6.36 to \$9.72 effective January 1, 2020. Councilor Jorgenson suggested we consider a separate line item on the bill so residents and businesses know when the money is going.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2019-20 – Donation Acceptance for Carlton Area Library

A **Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Resolution 2019.20 accepting donations to the Carlton Area Public Library. The motion passed with the following votes:

Aye = 5

Nay = 0

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board

Public Works Superintendent Wolf gave a brief update on the Water Treatment Plant and the Twin Lakes Water line project.

A **Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve payment of Donohue invoice 13233-26 in the amount of \$9,206.94. The motion passed unanimously.

A **Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to approve payment of the MBI Application #8 in the amount of \$589,785.65. The motion passed unanimously.

9.02 Fire Hall Expansion

Public Works Superintendent Wolf explained the quotes and asked if he could purchase from more than one place to be able to get the best prices.

A **Motion** was made by Councilor MacDonald and seconded by Councilor Jorgenson to authorizing Public Works Superintendent Wolf to purchase materials from the quotes in a fiscally responsible way. The motion passed unanimously.

There was further discussion about setting a spending limit on the building materials.

A **Motion** was made by Councilor MacDonald and seconded by Councilor Jorgenson to amend the previous motion to authorize Public Works Superintendent Wolf to purchase materials from the quotes in a fiscally responsible way with a limit of \$40,000.00. The motion passed unanimously.

UNFINISHED BUSINESS

9.03 Thomson Bell and Historical Plaque

Nothing new.

9.04 206 Chestnut Ave

A letter has been sent to the potential buyer. The County has reduced the value of the property to \$13,600.00.

9.05 Mike Bubany (David Drowns Associates)

Discussion regarding sending out a Public Alert message and/or a postcard inviting residents to the Special Meeting, July 22, 2019 @ 5:00pm. The Council decided to not send out postcards or a Public Alert. It was suggested to have an informational meeting at a later date.

NEW BUSINESS

9.06 Supplemental (Outdoor) Liquor License Application

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the Supplemental Liquor License Applications for Magnolia Café, Third Base Bar and VFW Post 2962 for Friday, July 26, 2019 – Sunday, July 28, 2019 with the correction on the dates for the VFW application. The motion passed unanimously.

9.07 Storage Container Quote

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to purchase a new 20-foot storage container for \$3,050.00 from Don Dens Trailers. The motion passed unanimously.

9.08 Culvert Replacement Quote

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the D&B Trucking quote. The motion passed unanimously.

9.09 Soil Boring Quote

Public Works Superintendent Wolf explained that he would like to have the water line by Willows Edge be a loop rather than a dead end. Mr. Jurewicz explained that this was part of the plans approved by the MN Department of Health as an option. The soil boring is required to see if it is a possibility.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the quote by EPC Engineering. The motion passed unanimously.

9.10 Addendum to Hammitt Vacant Land Purchase Agreement

Public Works Superintendent Wolf explained the concerns of the owners and the view of the City Attorney Mr. Helwig. No action was taken at this time.

9.11 Request to Split Property

There was discussion on the difficulty of adding water service to the new lot if the split is approved. Public Works Superintendent Wolf explained the water line is on that side of the road but the sewer line is under the road. Public Works Superintendent Wolf said the County is planning on repaving Dalles Avenue and would like to see the water and sewer connections made prior to the repaving so the road would not have patches.

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to split the property at 30 Dalles Avenue with the addendum that all property owners of lots without water service be notified that the County will be repaving Dalles Avenue in the near future, possible as soon as the spring of 2020. The motion passed unanimously.

9.12 Request for Partial Waiver of Sewer Fees

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to waive \$557.76 sewer fees for account number 209. The motion passed unanimously.

9.13 Minnesota Energy Agreement

Public Works Superintendent Wolf explained that Minnesota Energy wants to put a relay on an existing pole at the Recycle Shed for meter reads. The Council would like more information on the power costs and revenue amounts other cities receive.

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to table the Minnesota Energy Agreement. The motion passed unanimously.

9.14 337 North Ave.

Deputy Clerk Johnson explained that on July 9, 2019, there was a request for an extension to get the property mowed from July 7 to July 25. Per Public Works Superintendent Wolf, the lawn had been mowed by City Staff before the phone call was received.

9.15 Request for Quotes

There was discussion regarding the water lines near Willows Edge. Some issues were discussed in 9.09 Soil Boring.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to go out to bid with one clarification requiring insurance or a bond. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

June Activities

- Gather Information on Otto Bremer Grant Information
- Phone Conference with Mike Bubany (Capital Finance Plan)
- Plant Flowers at City Hall.
- RFP for Auditors.
- Violation Letters to Property Owners
- Property Tax Coding
- Continue to submit for PFA funds as invoices come in for water treatment plant project.
- Locates at Cemetery
- Submit unpaid Ambulance to RCB and Revenue Recapture
- Updated Cemetery Books
- Meeting with MN Energy Representative
- PFA was here to Review Loan/Grant Record Keeping
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc,)

Carol on vacation – July 6 thru July 15!

Jodie processes water billing, payroll, ambulance, invoicing, receipt book and bills to be paid each month, in addition to her regular duties she has designed a new website for the City. It is much more user friendly, take a look if you already have not. She continues to submit City info articles to Community News.

10.02 Fire Chief Report

Firehall expansion meetings –Approved 2020 budget starting plan late summer.

Firehall Garage-starting foundation week of the 15th building first weekend in Aug.

Recruitment – working on community 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

Met with Race official for voyagers

Call Volume June 2019

Call by Type

Other:1	Vehicle Accident: 20	Transport: 14	Medical: 311	Lift Assist: 16
False Alarm: 20	Vehicle Extrication: 3	Rescue: 1	Service Call: 2	Hazardous Condition: 6
Chimney Fires: 2	Vehicle Fires: 4	Vegetation Fires: 8	Working Structure Fires: 6	Total: 414

10.03 Public Works Report

Water Plant

Construction & Meetings with MBI
Interior Painted
Rubber Roof Install
West Webbeking almost done

Highway 210 Water Line

Working with Township on plan review
Working on Booster Station Location
Joint Powers Board Meeting
Meeting with FDL

- Out house: paint complete, concrete week of the 8th
- Sewer cleaning complete – re-camera a section on 4th street need to review
- Looking at street sign upgrade – ordered signs
- Dig graves
- Safety meeting – CPR training in Scanlon
- File cabinet upgrades
- Wilhelmina drive ditching - complete
- Crews mowing at Cemetery – disc golf and town
- Fence removal at 4 seasons
- Manhole casting Dalles Ave
- Curb painting
- Cut brush and install gravel on alley ways
- Blacktop patching
- Verifying water shut off
- Complete locates

Wrenshall hydrant flushing

10.04 Library Director Report

- I prepared Summer Reading Program (SRP) Kick Off Party “gift bags” with help from staff and volunteer
- I worked for staff while they were on vacation
- I set up for, participated in the SRP Kick Off Party (Popped popcorn, poured punch, did a craft) and then cleaned up from party
- I added books and covered them
- I pulled and deleted books
- I attended our Brodini and Dollipops Legacy Programs
- I did a craft with the Wrens Care and Latch Key programs

Cathie:

- Was on vacation for two of her days and had given plenty of notice that she would be gone
- Has been doing a great job with regular daily tasks
- Has gone through huge amounts of donations
- Learned how to import things from OCLC
- Has been pulling and deleting weeding items in preparation for July book sale and inventory

10.05 Council Member Report

10.06 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Special Meeting – July 22, 2019 @ 5:00pm

12.02 Joint Powers Board Meeting – July 25, 2019 @ 6:00pm

12.03 Carlton Daze – July 26 – July 28, 2019

12.04 Regular City Council Meeting – August 14, 2019 @ 6:00pm

12.05 National Night Out – August 6, 2019

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 6:58 pm. The motion passed unanimously.

Respectfully Submitted,

Jodie Johnson
Deputy City Clerk