

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, August 14, 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, B. Bodie

*Council Absent:* Councilor R. Schmidt

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

*Others Present:* Dawn Browne, Diane Soden-Groves, Timothy Soden-Groves

**3.00 Approve Agenda**

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Agenda with the addition of 9.17 Willows Edge Watermain Loop Quotes. The motion passed unanimously.

**4.00 Consent Agenda**

**4.01 Approval of the Minutes:** Regular Meeting, July 10, 2019; Special Meeting, July 22, 2019

**4.02 Approval of Bills:** Exhibit A dated August 14, 2019 in the amount of \$227,998.41.

**4.03 Approval of Bills:** Exhibit B to be presented on August 14, 2019 in the amount of 632,245.81.

**4.04** Approval of Check Numbers – 32889 – 32952 (Void 32938)

**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 Bodie 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 Community Clean Up

**7.02** Thank you from Community Education – Annual Stem Camp

**7.03** Bulldog Spirit Club – Carlton Sports Program Advertising

Donation request denied - Charitable Gambling Funds cannot be used for advertising.

**8.00 Ordinances; Resolutions and Policies**

**8.01 Resolution 2019-22 – Donation Acceptance for Carlton Area Library**

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve Resolution 2019-22 accepting donations to the Carlton Area Public Library. The motion passed with the following votes:

Aye = 4

Nay = 0

Absent = 1

## 8.02 Fleet Safety and Cell Phone Policy Updates

A **Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve updates to the Fleet Safety and Cell Phone Policy. The motion passed unanimously.

## 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. September 17, 2019 the Senate Bonding Committee will tour the water treatment plant and proposed Highway 210 waterline area.

A **Motion** was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve payment of Donohue invoice 13233-27 in the amount of \$17,721.07. The motion passed unanimously.

A **Motion** was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve payment of the MBI Application #9 in the amount of \$559,542.16. The motion passed unanimously.

#### 9.02 Fire Hall Expansion

Waiting on SIP panels for walls.

### UNFINISHED BUSINESS

#### 9.03 Thomson Bell and Historical Plaque

Nothing new.

#### 9.04 206 Chestnut Ave

Resolution 2019-21 Sale of 206 Chestnut Avenue

A **Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2019-21 approving the Sale of 206 Chestnut Avenue. The motion passed unanimously.

Aye = 4

Nay = 0

Absent = 1

#### 9.05 MN Energy Resources Agreement

A **Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the MN Energy Resources Agreement with the changes made by the City Attorney and with the addition of an annual fee of \$200.00, monthly electricity charges and to replace the existing pole within five (5) years. The motion passed unanimously.

### NEW BUSINESS

#### 9.06 2<sup>nd</sup> Quarter Ambulance Write-Offs - \$156,882.61

A **Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve 2<sup>nd</sup> quarter ambulance insurance write-off's in the amount of \$156,882.61. The motion passed unanimously.

#### 9.07 Mid Cycle Credit Card Payment of \$10,000.00

A **Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to approve an electronic mid-cycle credit card payment to Cardmember Services in the amount of \$10,000.00. The motion passed unanimously.

### **9.08 Monument Markers at Cemetery**

No action at this time.

### **9.09 Set Budget Meeting**

Budget Meeting set for September 4, 2019 @ 5:00pm.

### **9.10 Stickers on Columbarium**

If family does not contact city office stickers will be removed on August 30, 2019.

### **9.11 Grand Forks Fire Equipment Quote – Bunker Gear**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to purchase five (5) sets of bunker gear at the per set quote from Grand Forks Fire Equipment. The motion passed unanimously.

### **9.12 Hanson’s Welding Tank & Truck Quote – Drop Tank**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the quote from Hanson’s Welding Tank & Truck to make modifications to the tanker truck. The motion passed unanimously.

### **9.13 Sewer Televising Quote**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the sewer cleaning and televising quote from David Great Lakes Pipe Service. The motion passed unanimously.

### **9.14 Remove Recap Action Items on Agenda**

Council approved removing this section from the agenda.

### **9.15 CAT7 Joint Powers Agreement Update**

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to appoint Timothy Soden-Groves and Jodie Johnson to the CAT7 Board. The motion passed unanimously.

### **9.16 Auditor Selection**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to accept the proposal submitted by Schlenner Wenner & Co. with the understanding that the Fire Relief may withdraw. The motion passed unanimously.

### **9.17 Willows Edge Watermain Loop**

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the quote submitted by DeCaigny Excavating install a watermain adjacent to MN Highway 45 and County Road 3 project. This will provide a looping system to Inter-Faith Care Center (15-180-0060) and Willows Edge Apartments (15-180-0010). The motion passed unanimously.

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

### **10.01 City Clerk Report**

#### **July Activities**

- Sent out Auditor RFP
- Interest Allocation
- PFA Real Property Declaration
- Started 2020 Budget
- Capital Financial Plan Meeting
- Update Fleet Safety Policy and Cell Phone Policy
- Painting and weeding

- Locates at Cemetery
- Create New Hire Form for New Wage Theft Law
- Attend Joint Powers Board Mtg and MBI Construction Meeting
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

**Jodie**

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Submits all required tax reporting.
- ❖ Organize file cabinets in storage room.
- ❖ Prepared information for National Night Out.
- ❖ Community New Article.
- ❖ Attended a Census Webinar

**10.02 Fire Chief Report**

Firehall expansion meetings –Approved 2020 budget starting plan late summer.  
 Firehall Garage-foundation work complete, walls complete in August.  
 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 went very well. Great turn out  
 National night out  
 Brickyard Daze parade  
 Esko Fun day parade  
 Pump testing for trucks  
 New drop tank carrier/box for 612  
 Upgrading lights on 612  
 New exterior lights for firehall

**Call Volume June 2019**

Call by Type

Other:1	Vehicle Accident: 24	Transport: 20	Medical: 376	Lift Assist: 18
False Alarm: 21	Vehicle Extrication: 3	Rescue: 1	Service Call: 2	Hazardous Condition: 6
Chimney Fires: 2	Vehicle Fires: 4	Vegetation Fires: 11	Working Structure Fires: 6	<b>Total # of Runs: 497</b>

**10.03 Public Works Report**

**Water Plant**

- Construction & Meetings with MBI
- Well lines hooked up
- Inside piping being installed
- Electrical being installed
- Plumbing being installed
- Ullands complete with lines
- West Webbeking – needs blacktop
  - Out house: Concrete complete
  - Sewer cleaning complete –re-camera a section on 4<sup>th</sup> street need to review
  - sign upgrade – ordered signs
  - Dig graves
  - Safety meeting – CPR training in Proctor
  - Crews mowing at Cemetery –
  - Curb painting
  - Verifying water shut off
  - Complete locates
  - Water and sewer tap at firehall garage
  - Carlton Daze prep and clean up
  - Shipping container arrived

**Highway 210 Water Line**

- Working with Township on plan review
- County variance permit
- Joint powers meeting
- Meeting with FDL on booster station

- Mowed road ditches
- Lawn mower repair
- Sewer training in Moose Lake
- Salt training at Carlton County
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#### **10.04 Library Director Report**

- I did outreach activities at Wrenshall and South Terrace
- I prepared for Legacy Programs (2) attended one of them
- I worked on 2020 budget
- Assisted FOL with book & bake sale
- Worked on inventory & taught Cathie inventory
- Tried to fix Epson printer: printer service call: waiting for refurbished to exchange

Cathie:

- Assisted FOL with book and bake sale
- Learned inventory
- Started learning BLUECloud for adding items to our system
- Has been doing a great job with regular daily tasks
- Has organized and boxed up books from book sale
- 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 Shield 616 5k & 10K race – August 16, 2019**

**12.02 Ragnar Relay Race – August 17, 2019**

**12.03 Joint Powers Board Meeting – August 22, 2019 @ 6:00pm**

**12.04 Fire relief Meeting – August 27, 2019 @ 6:30pm**

**12.05 Regular Council Meeting – September 11, 2019 @ 6:00pm**

### **13.00 Adjournment**

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 6:59 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk/Treasurer