

**Carlton City Council
Meeting Minutes
Wednesday, September 11, 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, B. Bodie (via telephone), R. Schmidt

Council Absent: Councilor R. Jorgenson

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

Others Present: Diane Soden-Groves, Timothy Soden-Groves

3.00 Approve Agenda

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Agenda with the addition of 9.18 Preliminary Levy, 9.19 United Rental and removal of 9.13 Banana Boat. The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, August 14, 2019; Special Meeting, September 4, 2019

4.02 Approval of Bills: Exhibit A dated September 11, 2019 in the amount of \$737,976.88.

4.03 Approval of Bills: Exhibit B to be presented on August 14, 2019 in the amount of \$117,889.46.

4.04 Approval of Check Numbers – 32953 – 33019

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 MacDonald 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 National Night Out

7.02 Thank you from Community Education – Annual Learning Camp

7.03 North Country Ride

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve a Charitable Gambling donation of \$500.00 to North Country Ride. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2019-23 Joint Powers Agreement – Cable Access Television (CAT7)

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2019-23 designating Timothy Soden-Groves as Carlton’s Representative on the CAT7 Board and Jodie Johnson as the alternate. The motion passed unanimously.

Aye = 4

Nay = 0

Absent = 1

8.02 Resolution 2019-24 – Donation Acceptance for Carlton Area Library

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve Resolution 2019-24 accepting donations to the Carlton Area Public Library. The motion passed unanimously.

Aye = 4

Nay = 0

Absent = 1

8.03 Resolution 2019-25 – Designation a Polling Place

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve Resolution 2019-25 designating a polling place for 2020 Elections. The motion passed unanimously.

Aye = 4

Nay = 0

Absent = 1

8.04 Resolution 2019-26 – Authorizing Grant Agreement between Carlton Fire Department and State of Minnesota, acting through its Department of Natural Resources.

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve Resolution 2019-26 accepting the \$2,500.00 grant from the Minnesota Department of Natural Resources. The motion passed unanimously

Aye = 4

Nay = 0

Absent = 1

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve payment of Donohue invoice 13233-28 in the amount of \$16,266.85. The motion passed unanimously.

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve payment of the MBI Application #10 in the amount of \$665,984.79. The motion passed unanimously.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve installation of a 6” watermain using an existing 8” Casing. This will eliminate the need of installing a new 18” Casing Pipe, with a net savings of approximately \$37,256.00 (see below). The motion passed unanimously.

Here is a breakout of the adds and deletes we discussed surrounding removing the 18” Casing Pipe;

1. 63 LF of 18” Casing Pipe - (\$60,480.00)
2. EJM added mobilization for just performing the 20” casing pipe - \$7,500.00
3. Hanco add 62 LF of 6” HDD watermain in 18” casing @ contract unit price of \$36.00 per LF = \$2,232.00

4. Hanco add 80 LF of 12" HDD watermain in 20" casing @ contract unit price of \$93.00 per LF = \$7,440.00
5. Balance of pipe install for the 12" run to be paid @ HDPE OC install price (\$148.00 per LF) regardless of material type. This should not be a substantial footage after drilling.
6. Hanco add for pit to cut existing 4" pipe from existing 8" casing pipe & remove pipe / pit for 20" casing for grout piping & casing spacer install - \$6,052.00.
7. Total Deduct \$60,480.00 - \$7,500.00 - \$2,232.00 - \$7,440.00 - \$6,052.00 = \$37,256.00

9.02 Fire Hall Expansion

Work is continuing on the garage.

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve reimbursement in the amount of \$3,132.25 to Derek Wolf for construction supplies. The motion passed unanimously.

UNFINISHED BUSINESS

9.03 Thomson Bell and Historical Plaque

Nothing new.

9.04 206 Chestnut Ave

City Attorney is waiting on information from Boyd Smith.

9.05 MN Energy Resources Agreement

Contract was returned by MN Energy with a few changes. It has been sent to City Attorney for review.

9.06 Monument Markers at the Cemetery

NEW BUSINESS

9.07 Request for Sewer Adjustment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve a sewer adjustment in the amount of \$140.00 for account #308. The motion passed unanimously.

9.08 CPR Training Fees

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve CPR Training fees as presented. The motion passed unanimously.

9.09 Transfer of Local Board of Review

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to transfer Local Board of Review Duties to the Carlton Assessor's Office for a period of three (3) years. The motion passed unanimously.

9.10 Schlenner Wenner & Co. – Auditing Services Contract

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the contract with Schlenner Wenner & Co. upon approval of the City Attorney. The motion passed unanimously.

9.11 Ford F-150 Quote

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve purchase of a 2020 Ford F-150 per State Bid pricing of \$34,200.00 plus tax, title and licensing, and also to approve the disposal of the 2001 Ford F250. The motion passed unanimously.

9.12 Sewer Lining Quote

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve lining Manhole #89 and Manhole #78 per the quote dated 9-5-2019 submitted by Innovative Foundation Supportworks. The motion passed unanimously.

~~9.13 Banana Boat~~

9.14 Cash Discount for Ambulance Payments

Council directed Clerk Conway to gather additional information.

9.15 Private Dumpsters – Carlton Daze

City has no control over this issue.

9.16 Wrenshall Contracts

Council directed Clerk Conway to respond to the letter sent by Wrenshall City Council.

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve a wage increase for Rick Romanoski from \$14.28 to \$16.00 beginning January 1, 2020. The motion passed unanimously.

9.17 Donation Acceptance

Council was receptive of moving donation acceptance resolutions to the consent agenda.

9.18 Resolution 2019-27 Resolution Approving Preliminary Levy for Tax Year 2020

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2019-27 approving the Preliminary Levy for Tax Year 2020. The motion passed unanimously.

Aye = 4

Nay = 0

Absent = 1

9.19 United Rental

A Motion was made by Mayor Soderstrom and seconded by Councilor Schmidt to approve rental of a lift with man bucket for 30 days from United Rental. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

August Activities

- Met with Blackhoof Township Representative – Ambulance Info
- Obtained Fiber Quote – Too Expensive
- Fair Labor Standards Act (FLSA) Webinar
- Review Right of Way Permit Applications
- Met with Wrenshall – Shared Employee/Water/Sewer Contract
- Reviewed Cable Access TV Information (CAT7)
- Completed Final Reports for Coastal Grant (DNR Park Bathrooms)
- Locates at Cemetery
- Easement Research
- PFA Disbursement
- Attend Joint Powers Board Mtg
- 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.
- ❖ Continues to update water treatment plant book with photos and descriptions of work being completed.
- ❖ Updates to City Website and Facebook Page

10.02 Fire Chief Report

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

Firehall Garage- Walls are up, trusses are on, water proof- steel roof soon

Recruitment – working on community members, couple new probation members

Zuercher CAD (computer-aid dispatch) – Installed. Still working out kinks. Purchased tablet

Pre plans of local business. Interfaith complete, Carlton Place Complete, Pineview Complete, Liberals is next then woodland pines.

New drop tank carrier/box for 612

Hired 5 new employee for ambulance. Doing orientation

Steak fry prep

Received DNR grant. Ordered structural gear.

Interfaith Care table top exercise

Meeting with State park on access and location identifiers

Ordered new trailer for ATV. Fire relief is going to purchased!

Call Volume through August 19, 2019

Call by Type

Other:1	Vehicle Accident: 27	Transport: 21	Medical: 406	Lift Assist: 21
False Alarm: 23	Vehicle Extrication: 4	Rescue: 6	Service Call: 2	Hazardous Condition: 6
Chimney Fires: 2	Vehicle Fires: 4	Vegetation Fires: 12	Working Structure Fires: 6	Total # of Runs: 541

10.03 Public Works Report

Water Plant

- Construction & Meetings with MBI
- Well lines hooked up
- Inside piping being installed
- Electrical being install
- Plumbing being installed
- West Webbeking – 1st layer of blacktop on
- Working with Ullands on Creek crossing
- Hoping to eliminate RR casing.
- Hanco came and vactor to verify locations
 - Lots of time at water plant
 - sign upgrade – installed,
 - Dig graves
 - Safety meeting –in Proctor
 - Crews mowing at Cemetery –
 - Erik R - CDL license
 - Ranger repair
 - Sewer issues Wrenshall
 - Sewer manhole lining quotes
 - Working on Willow edge water extension
 - Abonnement of old school water line

Highway 210 Water Line

Working with Township on plan review
County variance permit (approved)
Joint Powers Meeting
Booster station review
Meeting with Legislature bonding tour
BBC location meter pit verification

10.04 Library Director Report

- I did outreach activities at Wrenshall and South Terrace (8-15 each location)
- I had crafts and FOL did a game at NNO (15 + crafters and parents)
- There was a Legacy Program
- I finalized the 2020 budget
- I tried to update one of the Library's iPads to use for a Library Board meeting and need more information to unlock them without previous password
- I ordered books for September and October
- I did a Teen/Adult activity – Sugar Scrub (2 adults/3 teens)

Cathie:

- Used BLUE Cloud for adding items to our system
- Has been doing a great job with regular daily tasks
- Has worked for me one day every week that I do Outreach activities to help with hours

10.05 Council Member Report

10.06 Mayor Report

11.00 Upcoming Meetings and Events

11.01 Bonding Committee Tours – Minnesota Senate 9.12.19 and Minnesota House 9.17.19

11.02 Joint Powers Board Meeting – September 26, 2019 @ 5:00pm

11.03 Regular Council Meeting – October 9, 2019 @ 6:00pm

12.00 Adjournment

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:00 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/Treasurer