

Carlton City Council
Meeting Minutes
Wednesday, October 9, 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, R. Schmidt,

R. Jorgenson

Council Absent:

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

Others Present: Diane Soden-Groves, Timothy Soden-Groves, Dawn Browne, Vicki Kerttula, Barb Van Reese, Dale Lund

3.00 Approve Agenda

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the Agenda with the addition of: **8.02 Resolution 2019-31; 8.03 Personnel Policy Update; 9.02 Electrical Quote.** The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, September 11, 2019; Special Meeting, September 30, 2019

4.02 Approval of Bills: Exhibit A dated October 9, 2019 in the amount of \$110,116.20.

4.03 Approval of Bills: Exhibit B to be presented on October 9, 2019 in the amount of \$344,302.75.

4.04 Approval of Check Numbers – 3320 - 33074

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

7.07 Donation Acceptance – Resolution 2019-29

4.08 Frandsen Bank and Trust Credit Card Statement

4.09 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 & Guest.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to suspend the Regular Council Meeting and open the Planning Commission Meeting/Public Hearing, the time being 6:05pm. The motion passed unanimously.

6.00 Public Hearings/Planning Commission Meeting

6.01 Conditional Use Application

Planning Commission reviewed an application for a Conditional Use submitted for property located at 218 Chestnut Avenue. The application is for a multi-family dwelling in a C-1 zoning district.

A Motion as made by Councilor MacDonald and seconded by Councilor Schmidt to recommend approval to allow the multi-family dwelling as requested.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to re-open the Regular Council Meeting., the time being 6:14pm. The motion passed unanimously.

7.00 Petitions, Communications & Correspondence

7.01 Donation Request – Carlton Community Education, Mother Son Gala

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve a Charitable Gambling donation of \$600.00 to Carlton Community Education for the Mother Son Gala. The motion passed unanimously.

7.02 Donation Request – Carlton High School Baseball/Basketball Turkey Bingo

Charitable Gambling donation cannot be given to an organization for fundraising expenses.

7.03 Donation Request – Carlton Area Library Bakeless Bake Sale

Charitable Gambling donation cannot be given to an organization without a specific expense for the donation request.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2019-30 Recognizing National Pregnancy and Infant Loss Awareness Day

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve Resolution 2019-30 recognizing October 15, 2019 as National Pregnancy and Infant Loss Awareness Day. The motion passed unanimously.

Aye = 5

Nay = 0

8.02 Resolution 2019-31 – Donation Acceptance

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve Resolution 2019-31 accepting the donation of an Octane BAC6522TA35 Boost Aluminum Cargo Trailer from Carlton Fire Relief to the City of Carlton/Carlton Fire Department. The motion passed unanimously.

Aye = 5

Nay = 0

8.03 Personnel Policy Update

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve update the Personnel Policy sick time accumulation of 3.70 hours per pay period. The motion passed unanimously.

Aye = 5

Nay = 0

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-29 in the amount of \$15,199.96. The motion passed unanimously.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve payment of MBI Application #11 in the amount of \$305,251.09. The motion passed unanimously.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Change Order No. 4 with a net increase of \$11,034.00. Revised contract price: \$4,616,037.85. The motion passed unanimously.

9.02 Fire Hall Expansion

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve the proposal from ARI for continued design service for the Carlton Fire Hall remodel. The proposed fee is eight (8) percent of the cost of construction. The motion passed unanimously.

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve the quote submitted by Brent's Heating and Cooling for installation of a heater in the detached garage. The motion passed unanimously.

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve the quote submitted by Petersen's Door Service for installation of two (2) overhead garage doors and two (2) garage door openers in the detached garage. The motion passed unanimously.

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to allow the Carlton Fire Chief approve the best electrical quote, this approval was made to keep the garage project moving forward. The motion passed unanimously.

UNFINISHED BUSINESS

9.03 Thomson Bell and Historical Plaque

Nothing new.

9.04 206 Chestnut Ave

Sale is final – Property closing was on October 2, 2019

9.05 MN Energy Resources Agreement

Agreement has been finalized and signed.

9.06 Monument Markers at the Cemetery

9.07 Wrenshall Water/Sewer Agreement

Wrenshall City Council has decided to terminated the water/sewer agreement effective December 1, 2019.

9.08 Cash Discount for Ambulance Payments

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to allow a cash discount of 30% if paying an outstanding balance in full. The motion passed unanimously.

NEW BUSINESS

9.09 Radio Quote

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the quote from Motorola Solutions for purchase of a radio for the 2020 Ford F150. The motion passed unanimously.

9.10 Payment for Waterline Looping near Inter-Faith

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to pay for the waterline looping project out of the General Fund. The motion passed unanimously.

9.11 Set Budget Workshop – Employee Reviews

A Budget workshop/employee reviews will take place November 13, 2019 @ 5:00pm.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

September Activities

- Water/Sewer Operator Agreement with Wrenshall
- Update Internal Controls
- Resident Letters
- Phone/Internet Service for Water Treatment Plant
- Info for sale of 206 Chestnut Avenue
- BNSF Flagging Issues
- Sent out Liquor License Renewals
- Budget
- Meet with Joe (MSA)
- PFA Disbursement
- CUP Application/Published Notice/Letters
- 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.
- ❖ Working on securing election judges for 2020 Elections
- ❖ Upgrades to Banyon Accounting System

10.02 Fire Chief Report

Firehall expansion meetings –Approved 2020 budget starting plan late summer. Should have quote for meeting
Firehall Garage- lots and lots and lots of hours, Walls are up, trusses are on, steel roof on, ceiling on, working on electrical quotes, garage door quotes, heating quotes, flashing on inside
Recruitment – always looking
Zuercher CAD (computer-aid dispatch) – Installed. Still working out kinks. Purchased tablet still working on it
Pre plans of local business. Liberals in process, woodland pines almost complete.
New drop tank carrier/box for 612 – finalized work week of the 1st
Received DNR grant. Ordered structural gear. – received some of the gear
Interfaith Care table top exercise – went well, learned lots
Meeting with State park on access and location identifiers – waiting till winter
Ordered new trailer for ATV. Fire relief is going too purchased! Being built hopefully pick up the week of the 7th
Pump test and repair all passed
Annual CPR training
LDH hose testing

Call Volume through September, 2019

Call by Type

| | | | | |
|------------------|------------------------|----------------------|----------------------------|-----------------------------|
| Other:1 | Vehicle Accident: 29 | Transport: 27 | Medical: 477 | Lift Assist: 28 |
| False Alarm: 26 | Vehicle Extrication: 4 | Rescue: 6 | Service Call: 2 | Hazardous Condition: 8 |
| Chimney Fires: 2 | Vehicle Fires: 5 | Vegetation Fires: 14 | Working Structure Fires: 6 | Total # of Runs: 635 |

10.03 Public Works Report

Water Plant

- Construction & Meetings with MBI
- All looping connections are complete by Well 4 & 5
- Working with SCDA company
- Electrical basically complete
- Plumbing basically complete
- Painting starting
- West Webbeking – blacktop complete
- 6" Creek crossing complete including vaults
- 12" creek crossing week of the 7th
- Raise valve boxes by plan
- Raised hydrant at plant

On vacation 10-13 to 10-19

Highway 210 Waterline

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

City Maintenance

Stop signs replaced x2
Sewer manhole lining quotes – replacing 1
Lift station annual inspections
Lift station cleaning
Willows Edge water extension - started
Trim trees with fire hall extended fork lift
Blacktop patcher repair
Carlton Clean up week of the 14th
Verifying water service locations
Wrenshall Contract

10.04 Library Director Report

- I prepared for and attended a FOL meeting
 - We stuffed No Bake-Bake Sale mailers
 - I finished stuffing these after meeting and mailed out
- I updated and sent out a donation request letter for FOL basket raffle items
- I tracked a book order that hadn't shown up yet
- I did SRP tallies and prize handouts
- I attended a City Council meeting
- I prepared for and attended a Legacy Program: Autumn Landscape Painting: 3 adults 2 teens/children
- I added books to the system and covered them
- I have worked for Library Aide while they were out due to surgery

Cathie:

- Has been working on alphabetizing
- Has been condensing books on shelves so fewer books are near the bottom
- Had surgery and was gone starting 9/16/19 through 9/30/19

10.05 Council Member Report

10.06 Mayor Report

11.00 Upcoming Meetings and Events

11.01 Joint Powers Board Meeting – October 24, 2019 @ 5:00pm

11.02 Regular Council Meeting – November 13, 2019 @ 6:00pm

12.00 Adjournment

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to adjourn the meeting, the time being 6:50 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk/Treasurer