

**Carlton City Council
Meeting Minutes
Wednesday, December 11, 2019**

1.00 Call to Order & Pledge of Allegiance

Mayor Soderstrom called the meeting to order at 6:02 pm.

2.00 Roll Call

Council Present: Mayor, M. Soderstrom; Councilors: B. Bodie, R. Schmidt,

R. Jorgenson

Council Absent: Councilor H. MacDonald

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

Others Present:

3.00 Approve Agenda

A **Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to approve the Agenda with the addition of: 7.03 Donation request from Golden K Kiwanis Club. The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, November 13; Budget Meeting, November 13, 2019

4.02 Approval of Bills: Exhibit A dated December 11, 2019 in the amount of \$335,818.72 (\$42,320.53 electronic and \$293,498.19 by check).

4.03 Approval of Bills: Exhibit B to be presented on December 11, 2019 in the amount of \$293,498.19.

4.04 Approval of Check Numbers – 33164 - 33246

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Donation Acceptance – Resolution 2019-37 & Resolution 2019-39

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 Jorgenson and seconded by Councilor Schmidt to suspend the Regular Meeting and open the Truth in Taxation Hearing, the time being 6:10pm. The motion passed unanimously.*

6.00 Public Hearings/Planning Commission Meeting

6.01 Truth in Taxation

Clerk Conway read aloud the 2019 Budget, payable in 2020. No residence in attendance.

*A **Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to close the Truth in Taxation Hearing and open the Regular Meeting, the time being 6:13pm. The motion passed unanimously.*

7.00 Petitions, Communications & Correspondence

7.01 Donation Request – Inter-Faith Care Center

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve a Charitable Gambling donation of \$300.00 to Inter-Faith Care Center for Senior Christmas Activities. The motion passed unanimously.

7.02 Thank you from Carlton Community Education – Mother Son Gala

Community Education sent a thank you letter for the Charitable Gambling donation made to help fund the Mother Son Gala.

7.03 Donation Request – Golden K Kiwanis Club

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve a Charitable Gambling donation of \$500.00 to the Golden K Kiwanis Club for the Scholarship Program. The motion passed unanimously, with Councilor Schmidt abstaining.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2019-38 Final Levy

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve Resolution 2019-3- Adopting the 2019 Tax Levy, Collectible on 2020. The motion passed unanimously.

Councilor Bodie	Aye	Councilor Schmidt	Aye	Councilor MacDonald	Absent
Councilor Jorgenson	Aye	Mayor Soderstrom	Aye		

8.02 Resolution 2019-40 – Appointment to HRA Board of Directors

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve Resolution 2019-40 Appointing Kathy Bergman to the HRA Board of Directors. The motion passed unanimously.

Aye = 5

Nay = 0

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board

9.02 Fire Hall Expansion

Garage is almost complete, just a few minor items left to finish. ARI is completing design for Fire Hall upgrades. A meeting will be schedule when completed.

UNFINISHED BUSINESS

9.03 Thomson Bell and Historical Plaque

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to remove this item from the agenda. The motion passed unanimously.

9.04 Monument Markers at the Cemetery

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to remove this item from the agenda. The motion passed unanimously.

NEW BUSINESS

9.05 Legal Notice Quotes

Quotes were reviewed by Council to determine which publication will be designated at the legal paper for 2020.

9.06 Charitable Gambling Information

A work session will be scheduled to review expenses and revenues for the past few years.

9.07 Street Lights Quote

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve replacement of seven (7) street lights along Chestnut Avenue. The motion passed unanimously.

9.08 Water Tower Cleaning Quote

Water tower will need to be cleaned in 2020, cost could be \$15,000 - \$20,000. Superintendent Wolf will obtain another quote. Staff directed Clerk Conway to determine if this item is eligible for PFA funding.

9.09 Electrical Panel Replacement Quote

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve replacement of City Hall electrical panels with a 400A electric panel and adding a heater in the vestibule. The motion passed unanimously.

9.10 Employee Vacation and Comp Time Carryover

A Motion was made by Mayor Soderstrom and seconded by Councilor Bodie to approve all vacation and comp hours to carryover to year 2020 for Derek Wolf and Carol Conway. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

October Activities

- Met with USDA Representative (Grant/Loan Info)
- Submitted USDA Grant
- Liquor License info sent to State
- Computer Issues
- Prepare Resolutions
- Worked on Budgets
- BNSF Right of Way issues
- Attended JPB and Fire Relief Meetings
- Pay Equity
- PFA Disbursement
- 2012 research for FEMA (Thomson)
- 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.
- ❖ Incentive and Turnback Checks
- ❖ Research 2020 W-4 changes
- ❖ Ice arena scheduling

10.02 Fire Chief Report

- Firehall expansion meetings –Met with ARI, starting plans, hope to bid out project mid-winter, also met with USDA about funding. Soil boring next to building
- Firehall Garage- almost complete, just need to plumb in water
- 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 – Waiting for box to come back
- Received DNR grant. Ordered structural gear. – completed
- Ordered new trailer for ATV. Trailer is here, looks great, need to build shelves after firehall garage is done.
- ISO complete, went well I thought.
- Working on training calendar for 2020

Call Volume through November 30, 2019

Call by Type

Other:1	Vehicle Accident: 37	Transport: 32	Medical: 570	Lift Assist: 38
False Alarm: 30	Vehicle Extrication: 4	Rescue: 6	Service Call: 2	Hazardous Condition: 11
Chimney Fires: 2	Vehicle Fires: 6	Vegetation Fires: 17	Working Structure Fires: 7	Total # of Runs: 711

10.03 Public Works Report

Water Plant

- Construction & Meetings with MBI
- Working with SCDA company-computer crashed
need new computer, working on lap top
- 12" creek in process
- Working on shutting down old plant
- New Pressure and Temperature gauges at water tower, need to install
- Need to get generator hooked up
- Working out lots of alarms

Highway 210 Waterline

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

- Willow edge water extension – complete
- Willows edge lift station, lots of confusion trying to figure out.
- Prepping for winter snow equipment – working on repairs
- Starting to service lawn mowers - complete
- Power outage 12/01/2019 during snow storm
- Plowing streets
- Working on clearing sidewalks and making more room for next snow
- Hauling snow, hired contractor for assistance
- Replaced manhole instead of lining. Went good

10.04 Library Director Report

- I checked on a patrons "missing" book
- I added and covered new items
- I made plans for the Holiday Market
 - Craft at the Library at 11 am on Dec. 7th
 - Movie at the Library at 1 pm on Dec 7th
- I did virus scans
- I watched a webinar and a previous COMPASS meeting recording
- I did basket raffle prep and set them up for display
- I prepped for FOL and Library Board meetings and attended both
 - Library Board meeting was unable to be held due to not having quorum
- We were closed an additional day due to the floor maintenance project

Cathie:

- Has been working on going through donated books and adding according to policy
- Has been covering items as necessary

10.05 Council Member Report

10.06 Mayor Report

11.00 Upcoming Meetings and Events

~~11.01 Joint Powers Board Meeting – December 18, 2019 @ 6:30pm~~ (cancelled)

11.02 Regular Council Meeting – January 8, 2019 @ 6:00pm

11.03 Winterfest – February 8, 2020

12.00 Adjournment

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

Respectfully Submitted,

Carol Conway
Clerk/Treasurer