

**Carlton City Council
Meeting Minutes
Wednesday January 8, 2020**

1.00 Call to Order & Pledge of Allegiance

Mayor Soderstrom called the meeting to order, at 6:00 pm.

2.00 Roll Call – Agenda Additions/ Deletions

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

Council Absent: None

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

Others Present: Dawn Browne, Timothy Soden-Groves, Diane Soden-Grove, Mitch Ryan

3.00 Approve Agenda – *Council members may add items to the agenda for discussion purposes or staff direction.*

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Agenda with the following additions: **5.01 Mitch Ryan; 8.07 Resolution 2020-08; 9.12 4th Quarter Ambulance Write-offs.** The motion passed unanimously.

4.00 Consent Agenda – *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

4.01 Approval of the Minutes: Regular Meeting, December 11, 2019; Truth in Taxation Meeting, December 11, 2019; Special Meeting, December 18, 2019.

4.02 Approval of Bills: Exhibit A dated January 8 2020 in the amount of \$369,511.87

4.03 Approval of Bills: Exhibit B dated January 8, 2020 in the amount of \$42,040.15 presented at meeting.

4.04 Approval of Check Numbers – 33247 - 33331

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Donation Acceptance – Resolution 2020-06 Accepting Grants and Donations to the City

4.08 Frandsen Bank and Trust Credit Card Statement

4.09 Status of City Funds

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the Consent Agenda as presented. The motion passed unanimously.

5.00 Presentations & Guests

5.01 Mitch Ryan

Mr. Ryan would like the Council to consider allowing bow hunting in the Thomson neighborhood. This was allowed before the merger. The deer population is getting very high. Council directed staff to look into what is involved in allowing bow hunting.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Thank you from ISD 93

Thank you from the Carlton School District for the Charitable Gambling donation to Carlton Baseball.

7.02 Thank you from Inter-Faith Care Center

Thank you from Inter-Faith Care Center for the Charitable Gambling donation for the resident Christmas Celebration.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2020-01 Annual Administrative Resolution

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pass Resolution 2020-01 Annual Administrative Resolution with Councilor Ruth Jorgenson to be the Acting Mayor. The motion passed unanimously.

ROLL CALL

Bodie	Aye
Jorgenson	Aye
MacDonald	Aye
Schmidt	Aye
Soderstrom	Aye

8.02 Resolution 2020-02 Fee Schedule Resolution/Fee Schedule

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2020-02 approving the 2020 Fee Schedule. The motion passed unanimously.

ROLL CALL

Bodie	Aye
Jorgenson	Aye
MacDonald	Aye
Schmidt	Aye
Soderstrom	Aye

8.03 Resolution 2020-03 A Resolution Authorizing Payment before Council Authorization

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to pass Resolution 2020-03 Authorizing Payment before Council Authorization. The motion passed unanimously.

ROLL CALL

Bodie	Aye
Jorgenson	Aye
MacDonald	Aye
Schmidt	Aye
Soderstrom	Aye

8.04 Resolution 2020-04 A Resolution Authorizing Wire/Automated Bank Payments

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to pass Resolution 2020-04 authorizing wire and automated payments be made by city staff. The motion passed unanimously.

ROLL CALL

Bodie Aye
Jorgenson Aye
MacDonald Aye
Schmidt Aye
Soderstrom Aye

8.05 Resolution 2020-05 A Resolution Appointing Members to the Carlton-Twin Lakes Joint Water Board.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pass Resolution 2020-05 appointing Kitty Bureau, Derek Wolf and LeAnn Theisen to the Carlton-Twin Lakes Joint Water Board. The motion passed unanimously.

ROLL CALL

Bodie Aye
Jorgenson Aye
MacDonald Aye
Schmidt Aye
Soderstrom Aye

8.07 Resolution 2020-07 A Resolution Authorizing Public Works Superintendent to sign for purchase of a Pickup.

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to pass Resolution 2020-07 Authorizing Public Works Superintendent Derek Wolf to sign for the purchase of a 2020 Ford F150 Pickup. The motion passed unanimously.

ROLL CALL

Bodie Aye
Jorgenson Aye
MacDonald Aye
Schmidt Aye
Soderstrom Aye

8.08 Resolution 2020-08 A Resolution Appointment to HRA Board of Directors

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2020-08 appointing Kent Hammitt to the HRA Board of Directors. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-32 in the amount of \$21,724.83 and MBI invoice in the amount of \$231,490.36. The motion passed unanimously.

9.02 Fire Hall Expansion

Plans are moving forward. Public Works Superintendent Wolf and Clerk Conway meet with a representative from McGough Construction to get information on Construction Manager at Risk. This is an alternative method of going out for RFP's on construction projects.

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to bid the Fire Hall Expansion project using the Construction Manager at Risk option. The motion passed unanimously.

UNFINISHED BUSINESS

9.03 Charitable Gambling

Mayor Soderstrom and Clerk Conway will meet to discuss how to move forward with Charitable Gambling Donation requests.

9.04 Water Tower Cleaning

NEW BUSINESS

9.05 Benches

Councilor Jorgenson would like to see a few benches placed around town. Public Works Superintendent has been contacted by a Boy Scout who would like to construct one or two benches for the City. This would be a required project to obtain his Eagle Scout Badge.

9.06 Request by Carlton Fire Relief to have liquor at the Fire Hall on February 8, 2020.

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to allow liquor at the Fire Hall on 2/8/2020. The motion passed with Councilor Bodie abstaining.

9.07 Fresh Linens – Fire Suppression Charge

Fresh Linens Laundromat does not have a sprinkler system and they have been charged a fire suppression fee since 3.27.14. The charge per month was \$50.00

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to refund Fresh Linens \$3,450. The motion passed with three (3) Councilors voting Yay and two (2) Councilors voting Nay.

9.08 Pay Equity

Clerk Conway will submit pay equity report with updated wages for the public works superintendent position.

9.09 Comp Time Payout

No changes will be made to the policy until further research is done.

9.10 2019 Annual Transfers (per budget)

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to make the following transfers to the 2019 budget: \$38,000 from General to Public Works Capital, \$42,000 from Fire to Fire Capital, \$25,000 from Water to General for 2015 Bond Refunding, \$15,000 from Ambulance to Ambulance Capital. The motion passed unanimously.

9.11 LG220 – National Wild Turkey Federation

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the LG220 submitted by the National Wild Turkey Federation. The motion passed unanimously.

9.12 2019 Fourth Quarter Ambulance Write-Offs

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve 4th quarter Ambulance Write-Offs in the amount of \$137,275.64. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

December Activities

- TIF Income Certification
- Submitted additional information for USDA Grant
- Attend PERA Webinar
- Budget Meetings
- Submit for PFA Distributions
- Start work on Medicare Ground Ambulance Data Collection
- BNSF Issues
- Attend CDL Clearing House Webinar
- Enter 2020 Budget into Banyon
- Published Budget
- 2020 Work Comp Renewal
- 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.
- ❖ Create Sewer Information
- ❖ 2020 W-4 changes/Federal & State
- ❖ Ice arena scheduling

10.02 Fire Chief Report

Firehall expansion meetings -Met with ARI. In design phases.

Firehall Garage- complete

Recruitment - always looking

Zuercher CAD (computer-aid dispatch) - Installed. Going to remove not working

Pre plans of local business. Liberals in process, woodland pines almost complete.

New drop tank carrier/box for 612 - complete

Ordered new trailer for ATV.



Working on year end reporting

Required Medicare survey

Looking into grant options

Working on BINGO stuff

Setting training for 2020

Call Volume for as of December 31, 2019

Call by Type

Medical: 607

False Alarm: 34

Hazardous Condition: 12

Rescue: 6

Vehicle Accident w/out extrication: 46

Vehicle Extrication: 5

Vehicle Fires: 7

Vehicle Fires: 7

Vegetation Fires: 17

Working Structure Fire: 8

Service Call: 2

Transport: 35

Lift Assist: 44

Chimney Fires: 0

Other: 1

Total # of Runs: 826

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report

Water Plant

- Working with SCDA company- New company working better, still changing a few things.
- 12" creek crossing – complete and in service
- Working on shutting down old plant -
- Generators- wells generator working. WTP generator problem with line, gas contractor to repair line.
- Working through alarms and sampling
- Cleaning and organizing.
- Hope to start cleaning out old plant

Highway 210 water line

- Working with Township on plan review
 - Joint powers meeting
 - Should have plans week of the 6th
 - Booster station design
- Willows edge lift station, lots of confusion trying to figure out.
 - Plowing, hauling, scarping lots and lots of snow
 - Civic center electrical service replacement
 - Met with contractor about garage damage done by railroad inspector
 - Trying to coordinate next year projects

10.04 Library Director Report

- I made bookmarks of our activities for December and January and distributed some of them to Wrenshall and some to South Terrace and I have some in the library for patrons.
- I made fliers of our activities for December and January and sent them to the papers and to Esko school and put them up out in the community.
- I attended a COMPASS meeting
- I prepared crafts to do during the Holiday Market
 - We had three crafts available and many people came through and did crafts and bought raffle tickets due to the Holiday Market
- We had our Basket Raffle on Dec. 9th
- I started working on our Summer Reading Program
- I attended a Legacy Program at Inter-Faith Care Center, there were around 15 people in attendance
- I added and covered books and checked them into the system

Cathie:

- Has been working on going through donated books and adding according to policy
 - We have been getting a steady stream of donated items for many months now
- Has been covering items as necessary
- Has been cleaning as necessary

Bethany Leseman

Library Director

- 10.05 Council Member Report
- 10.06 Mayor Report

11.00 UPCOMING MEETINGS AND EVENTS

Annual Audit – February 3 & 4, 202

Winterfest/Fire Department Bing – February 8, 2020

City Council Meeting – Wednesday, February 12, 2020 @ 6:00pm

12.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to adjourn the meeting, the time being 7:03 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer