

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, February 12, 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. Schmidt

*Council Absent:* R. Jorgenson

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

*Others Present:* Timothy Soden-Groves; Kelly Kende, Boldt Company

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

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Agenda as presented. 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, January 8, 2020; Special Meeting, January 8, 2020; Public Hearing, January 29, 2020; Special Closed Meeting, January 29, 2020.

**4.02 Approval of Bills:** Exhibit A dated February 12, 2020 in the amount of \$231,547.50 (\$50,180.72 electronic and \$163,366.78 by check).

**4.03 Approval of Bills:** Exhibit B dated February 12, 2020 in the amount of \$18,382.33 (\$11,615.00 electronic & \$6,767.33 by check) presented at meeting.

**4.04** Approval of Check Numbers – 33332 - 33385

**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 Bodie and seconded by Councilor MacDonald to approve the Consent Agenda as presented. The motion passed unanimously.

**5.00 Presentations & Guests**

**6.00 Public Hearings/Planning Commission Meeting**

**7.00 Petitions, Communications & Correspondence**

**7.01 Thank you from Carlton County Historical Society**

Thank you from the Carlton County Historical Society for the City annual membership.

**7.02 Eagles Aerie #1163 & Carlton County Wellness Committee**

Shield 616 5K & 10K race will be going through the City on May 22, 2020.

### **7.03 Donation Request – Carlton Community News**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie give a \$1,000.00 donation from Charitable Gambling to Carlton Community Education for support of Carlton Community News. The motion passed unanimously.

### **7.04 Donation Request – Doomsday Dogs Robotics Team**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie give a \$500.00 donation from Charitable Gambling to ISD #93 for support of Doomsday Dogs Robotics Team. The motion passed unanimously.

## **8.00 Ordinances; Resolutions and Policies**

### **8.01 Charitable Gambling Guidelines**

Guidelines presented will be used for all future donation requests.

### **8.02 Resolution 2020-09 Resolution for the 2020 Carlton County Score Grant**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2020-09 approving application for the Score Grant. The motion passed unanimously.

Aye: 4

Nay: 0

Absent: 1

### **8.03 Resolution 2020-10 A Resolution Accepting Grants and Donations to the City**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to pass Resolution 2020-10 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 4

Nay: 0

Absent: 1

### **8.04 Resolution 2020-11 A Resolution Confirming Road Work on County State-Aid Highway No. 1**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to pass Resolution 2020-11 Confirming Road Work on County State-Aid Highway No. 1. The motion passed unanimously.

Aye: 4

Nay: 0

Absent: 1

## **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 13233-33 in the amount of \$7,999.58 and MBI invoice in the amount of \$27,065.99. The motion passed unanimously.

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to not authorize payment of BNSF Invoice in the amount of \$25,062.50 until it is determined who should be responsible for the charges. The motion passed unanimously.

## **9.02 Fire Hall Expansion**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve the hiring of McGough for Construction Manager at Risk. The motion passed unanimously.

## **UNFINISHED BUSINESS**

### **9.03 Water Tower Cleaning Quotes**

**A Motion** was made by Councilor Schmidt and seconded by Councilor MacDonald to approve the quote submitted by Maguire Iron for cleaning of the water tower. The motion passed unanimously.

### **9.04 Pay Equity**

A copy of the pay equity report was shared with Council.

### **9.05 Comp Time Payout**

### **9.06 Bow Hunting in Thomson Neighborhood.**

Information was reviewed on the steps needed to implement a bow hunting season. More information will be gathered before a decision is made.

### **9.07 Building Official**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to offer Adam Schminski the Building Official position at \$40.00 per hour, plus PERA, minimum 10 hours per week. The motion passed unanimously.

## **NEW BUSINESS**

### **9.08 Lights at DNR Park**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to table this item until the March Meeting. The motion passed unanimously.

### **9.09 Approval of Election Judges**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve Carol Conway, Jodie Johnson, Lillian Moore, Larry Penk, Rosemary Tobin and Melissa Maki as 2020 election judges. The motion passed unanimously.

### **9.10 LG230 Eagles Aerie 1163 Gambling Permit**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve the LG230 submitted by Eagles Aerie 1163. The motion passed unanimously.

### **9.11 Approval to attend Clerk's Conference**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve Clerk Conway to attend Clerks Conference. The motion passed unanimously.

### **9.12 Approval of Inflow & Infiltration (I&I) Plan**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the I&I Plan to be submitted to Western Lakes Sanitary District. The motion passed unanimously.

### **9.13 Camera's at Four Seasons**

Councilor Bodie will discuss this with the Four Seasons Board.

### **9.14 Approval of Fire Department Officers**

**A Motion** was made by Mayor Soderstrom and seconded by Councilor Schmidt to approve the following to serve as Fire Department Officers: Derek Wolf, Chief; Lee Schelonka, 1<sup>st</sup> Chief; Brent Bodie, 2<sup>nd</sup> Chief. The motion passed with Councilor Bodie Abstaining.

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

### **10.01 City Clerk Report**

#### **January Activities**

- Prepare for Audit
- Completed PFA Annual Compliance Form
- Meet w/Ashton – he is working on obtaining his Eagle Scout
- Meeting on Construction Manager at Risk
- Complete State Budget Form, submitted Outstanding Indebtedness Report
- Submit Pay Equity Report
- OSHA 300 Log
- Attend Safety Meeting
- JPB Meeting
- Mailed W2 & 1099's
- Prepared RFP for CM at Risk
- 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.
- ❖ Compiled SDS Books
- ❖ Water Week Poster Contest
- ❖ Ice arena scheduling
- ❖ End of Year Filing
- ❖ Completed 2019 Quarter 4 Reporting
- ❖ Bow Hunting Research

### **10.02 Fire Chief Report**

#### **Firehall expansion meetings –**

- Meeting with ARI
- Construction manager RFP
- Interviewing CM
- Working towards construction and where to put staff
- Building Design
- Working with Carol on what to do with elections

Recruitment – always looking

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

FEMA Grant

Wildland Gear prices

Auto Ex tool demo in Esko

Chief's nominations

Met with Jay Cooke Park about 911 number

Going to revisit bylaws, SOGs, personal policy

**BINGO!!!!**

Call Volume for as of January 31, 2020

Call by Type

Medical: 40  
False Alarm: 3  
Hazardous Condition: 1  
Rescue: 0  
Vehicle Accident: 3  
Vehicle Extrication: 0  
Vehicle Fires: 0

Vegetation Fires: 0  
Working Structure Fire: 2  
Service Call: 0  
Transport: 3  
Lift Assist: 1  
Chimney Fires: 1  
Other: 0  
**Total # of Runs: 54**

Respectfully Derek Wolf – Fire Chief

### **10.03 Public Works Report**

#### **Water plant**

- Working with SCDA company- working kinks out.....
- Working on shutting down old plant -
- Generators- wells generator – communication issues. WTP generator gas line repaired, communication issues now.
- Reclaim pump repair
- Working through alarms and sampling
- Cleaning and organizing.
- started cleaning out old plant
- Well 2 sealing

#### **Highway 210 water line**

- Working with Township on plan review
  - Plans submitted to MDH for review
  - Joint powers meeting
  - Getting ready for committee meetings
- Willows edge lift station, in progress
  - Plowing, hauling, scarping lots and lots of snow
  - Civic center electrical service replacement-complete
  - Trying to coordinate next year projects
  - WLSSD Alarm
  - Steamed Culvert Kettner Drive
  - Winterfest Course
  - 05 repair
  - Looking at new truck on auction

### **10.04 Library Director Report**

- I went over some items with staff
- We were closed for electrical panel update on a Monday and then we lost power for almost an hour the next day
- I did virus scans on computers
- I did some Library Board research
- I did Love Your Library prep, and Legacy Program prep
- I attended a Library Board meeting, one of our Board members resigned. I sent a thank you to our Board member that resigned
- I replaced the Ethernet cords to the laptop and one of the patron computers
- I attended a FOL meeting and we stuffed LYL envelopes and I got these sent out
- I attended a Legacy Program
- I wrote and sent a donation request letter to Irving Community Assn. for our new Wi-Fi set up

#### **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
- Helped stuff LYL envelopes
- Attended Legacy Program
- Covered the library during my FOL meeting

Bethany Leseman

- 10.05 Council Member Report
- 10.06 Mayor Report

**11.00 UPCOMING MEETINGS AND EVENTS**

- 11.01 Presidents Day – February 18, 2020 Office Closed
- 11.02 Fire Relief Meeting – February 25, 2020 @6:00pm
- 11.03 Presidential Primary – March 3, 2020 (Polls open 7:00am – 8:00pm)
- 11.04 Regular Council Meeting – March 11, 2020 @ 6:00pm
- 11.05 Shield 616 race (5K & 10K) – May 22, 2020

**12.00 Adjournment**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:17 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer