

**Carlton City Council
Meeting Minutes
Wednesday, March 11, 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;

Others Present: Dawn Browne, Timothy Soden-Grove, Diane Soden-Groves, Allan Axtell

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 Glenn and Emily Swanson; 9.13 Generator. 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, February 12, 2020; Special Meeting, February 10, 2020.

4.02 Approval of Bills: Exhibit A dated March 11, 2020 in the amount of \$98,559.78 (\$15,791.70 electronic and \$82,768.08 by check).

4.03 Approval of Bills: Exhibit B dated February 12, 2020 in the amount of \$39,857.47 (\$29,505.04 electronic & \$10,352.43 by check) presented at meeting.

4.04 Approval of Check Numbers – 33386 - 33444

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 & Guests

5.01 Glenn and Emily Swanson

Emily Swanson encouraged Council members to review and support HF 1255. Council members can go on-line to electronically sign if they are in support of HF 1255, signing must be done by Friday, March 13, 2020

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Thank you from Carlton VFW Post and Auxiliary

Thank you from the Carlton VFW Post and Auxiliary for the Charitable Gambling Donation made to support Veterans Christmas Baskets.

7.02 Donation Request – Oldenburg Arts and Cultural Community

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to give a donation of \$150.00 from Charitable Gambling to Oldenburg Arts and Cultural Community/Encore Performing Arts Center for the Bee Friendly Arts Camp. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2020-12 A Resolution Accepting Grants and Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to pass Resolution 2020-12 accepting donations to the Carlton Area Library. 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 MacDonald and seconded by Councilor Schmidt to approve payment of Donohue invoice 13233-34 in the amount of \$6,054.38. The motion passed unanimously.

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to authorize payment of BNSF Invoice in the amount of \$13,812.50. The motion passed unanimously.

9.02 Fire Hall Expansion

There will be a public hearing on Monday, March 23, 2020@6:00pm to provide information on the financing for the expansion and renovation.

UNFINISHED BUSINESS

9.03 Comp Time Payout

9.04 Bowhunting in Thomson Neighborhood

MN DNR Office Scott Staples is scheduled to attend May 13, 2020 Council Meeting to answer any questions.

9.05 Building Official

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve an hourly rate of \$48.00 per hours with a minimum guarantee of 10 hours per month. The motion passed unanimously.

9.06 Lights @ DNR Park

Council directed staff to have the person requesting lights in the parking lot contact the Minnesota Department of Natural Resources about this issue.

9.07 Camera's at Four Seasons

Carlton Area Hockey Association/Four Seasons Board will take care of this.

NEW BUSINESS

9.08 LG220 – Carlton County Chapter of MN Deer Hunters Association – April 26 ,2020 & September 16, 2020

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the LG220's submitted by Carlton County Chapter of MN Deer Hunters Association. The motion passed unanimously.

9.09 LG220 – Cloquet Amateur Hockey Association – March 28, 2020

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the LG220 submitted by Cloquet Amateur Hockey Association. The motion passed unanimously.

9.10 Clerks Institute – May 4, 2020 to May 8, 2020

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to allow Deputy Clerk Jodie Johnson to attend Clerks Institute. The motion passed unanimously.

9.11 Lawn Mower Quotes

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the purchase of three (3) Kubota lawn mowers and to sell any John Deere mowers that will not be needed. The motion passed unanimously.

9.12 CAT7 Update

Timothy Soden-Groves updated Council on CAT7 activities.

9.13 Generator Purchase

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to allow the Public Works Superintendent to bid on a portable generator, not to exceed \$6,200.00 on the MnBid site. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

- Annual Audit
- PERA Exclusion Report
- Work Comp Renewal
- Send Recycle Shed, Fire Support and Ambulance Support Letters
- Election Training
- CM@Risk Interviews
- Create Charitable Gambling Guidelines
- Review and Update 4-Seasons Rental Contract
- JPB Meeting
- Meet with USDA Representative – F150 & lawn mower grant
- End of Year Journal Entries
- Submit Grants to WLSSD and DNR (Star Grant) to update GIS
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

I will be on vacation April 6-8, 2020. Jodie will be taking minutes at the April Council meeting.

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Election Training
- ❖ Working with Ryan to keep him busy
- ❖ Continue updating water treatment plant binder for Derek

- ❖ Updates to Facebook and Website
- ❖ Community New Articles
- ❖ Door Hangers for Disconnects

10.02 Fire Chief Report

Firehall expansion meetings –

- Meetings with ARI
- Hired McGough
- Working towards construction and where to put staff
- Building Design
- McGough is putting prices together
- Fire board meeting to approve the go ahead 4-26-2020
- Figure out where to put staff during construction.

Recruitment – always looking

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

FEMA Grant – going for wildland gear, also regional grant SCBA Wrenshall

Wildland Gear prices

Website updating

Met with Jay Cooke Park about 911 number – updated maps

Ambulance 601 repair

Tender 612 water leak repair

Going to revisit bylaws, SOGs, personal policy

Call Volume for as of February 29, 2020

Call by Type

Medical: 84

False Alarm: 6

Hazardous Condition: 2

Rescue: 0

Vehicle Accident: 3

Vehicle Extrication: 0

Vehicle Fires: 0

Vegetation Fires: 0

Working Structure Fire: 4

Service Call: 0

Transport: 3

Lift Assist: 3

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- on adjustment
- Had to reset all backwash valves
- Generators –running need to add communication with well generator spring
- Reclaim pump repair – adjust levels to reclaim as much as possible
- Sampling
- Cleaning and organizing new plant paper work
- Cleaning out old plant

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, operational, people moved in
 - Plowing, hauling, scarping lots and lots of snow
 - Trying to coordinate next year projects
 - 05 repair – sander fixed, repair battery cable to computer
 - Looking at lawn mower prices

- Water conference
- DNR annual report
- WLSSD I&I plan submitted
- Going to review sewer films
- Policy updating
- Painting City hall garage wall
- Ryan picking up garbage

10.04 Library Director Report

- I went wrote a Thank You to a Board member that resigned
- I made and distributed fliers for the Book Sale
- I made and distributed fliers and book marks for Feb. & March activities
- I did virus scans on computers
- I prepped for our Book Sale
- I attended Winterfest at Four Seasons Sports Complex and had games and prizes and free books
- I cleaned up from Book Sale and called around to see who might want some of the leftover books
- I ordered Summer Reading Program items and incentives
- I ordered books from a new vendor

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
- Missed a few days due to shoulder injury

Bethany Leseman
Library Director

10.05 Council Member Report

10.06 Mayor Report

11.00 UPCOMING MEETINGS AND EVENTS

- 11.01 Public Hearing for Fire Hall Financing – Monday, March 23, 2020 @ 6:00pm**
- 11.02 Joint Powers Board Meeting – Thursday, March 26, 2020 @ 5:00pm**
- 11.03 Fire Board Meeting @ Fire Hall – Thursday, March 26, 2020 @ 6:00pm**
- 11.04 Regular Council Meeting – Wednesday, April 8, 2020 @ 6:00pm**
- 11.05 Chicken Swap – Saturday, April 25, 2020**
- 11.06 Shield 616 race (5K & 10K) – May 22, 2020**

12.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to adjourn the meeting, the time being 6:49 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer