

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

**1.00 Call to Order & Pledge of Allegiance**

Mayor Soderstrom called the meeting to order, at 6:12pm.

**2.00 Roll Call – Agenda Additions/ Deletions**

*Council Present:* Mayor M. Soderstrom, Councilors: B. Bodie, H. MacDonald (via Zoom), R. Jorgenson

*Council Absent:* R. Schmidt

*Staff Present:* Clerk/ Treasurer, C Conway; Public Works Superintendent, D Wolf; Librarian, B. Leseman (via Zoom)

*Others Present:*

**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 Jorgenson to approve the Agenda with the following additions: 9.11 Pay Equity Non-Compliance, 9.12 Stay at Home Order. The motion passed unanimously.

**Roll Call**

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

**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, March 11, 2020; Special Meeting, March 11, 2020; Special Meeting, March 23, 2020.
- 4.02** Approval of Bills: Exhibit A dated April 8, 2020 in the amount of \$54,910.43 (\$15,696.69 electronic and \$39,213.74 by check).
- 4.03** Approval of Bills: Exhibit B dated April 8, 2020 in the amount of \$29,219.41 (\$12,169.74 electronic & \$17,049.67 by check) presented at meeting.
- 4.04** Approval of Check Numbers – 33445- 33519.
- 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 Jorgenson to approve the Consent Agenda with the following changes to the March 23, 2020 Meeting Minutes: “*all essential employees will be paid whether or not they are at working during the “Stay at Home Order”*”. The motion passed unanimously.

**Roll Call**

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

**5.00 Presentations & Guests**

**6.00 Public Hearings/Planning Commission Meeting**

**7.00 Petitions, Communications & Correspondence**

**7.01 Donation Request – Early Childhood Program, Transportation Night**

Clerk Conway will send a letter to ECFE Program Coordinator to inform her of Charitable Guidelines.

**7.02 Communication from Minnesota Department of Health – Drinking Water Survey**

**7.03 Communication from Minnesota Department of Health – Sanitary Survey Report**

**7.04 ISO Report**

**8.00 Ordinances; Resolutions and Policies**

**8.01 Resolution 2020-14 Resolution Accepting Grant to the City**

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to pass Resolution 2020-14 accepting a Wastewater Service Planning Grant from the Western Lake Superior Sanitary District in the amount of \$2,138.00. The motion passed unanimously.

**Roll Call**

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

**8.02 Resolution 2020-15 Resolution Accepting Donations to the City**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to accept a Love Your Library Donation made to the Carlton Area Library. The motion passed unanimously.

**Roll Call**

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

**8.03 Resolution 2020-16 Resolution Appointment to HRA Board of Directors**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to appoint Allan Axtell to the Carlton HRA Board of Directors. The motion passed unanimously.

**Roll Call**

Councilor Bodie	Aye
Councilor Jorgenson	Aye
Councilor MacDonald	Aye
Councilor Schmidt	Absent

Mayor Soderstrom                      Aye

**8.04 Resolution 2020-17 Requesting Permission to Install Additional Playground Equipment at the Willard Munger Trailhead (DNR Park)**

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to approve Resolution 2020-17 making a request to install additional playground equipment. The motion passed unanimously.

**Roll Call**

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

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Joint Powers Board (JPB)**

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to approve payment of Donohue invoice 13233-35 in the amount of \$8,095.00. The motion passed unanimously.

**Roll Call**

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

Public Works Superintendent Wolf presented plans for two (2) possible watermain extensions to be added to the Water Treatment Plant/Utility Upgrades Project. The extension would need Minnesota Department of Health and Public Facilities Authority approval.

**9.02 Fire Hall Expansion**

McGough has put together 2 bid packages, bid package 1 for precast concrete panels (bid due date of 5.1.2020 and bid package 2 all other component of the project (bid due date of 5.15.2020).

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve sending a Limited Notice to Proceed to the lowest responsible bidder for the precast package. The motion passed unanimously.

**Roll Call**

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

**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.

**NEW BUSINESS**

**9.05 LG230 – Eagle Airie 1163, June 27, 2020 (Rescheduled from April 25, 2020)**

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

**Roll Call**

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

**9.06 Purchase of Fuel from Carlton County**

There would not be a savings to do this.

**9.07 Partial Refund of Liquor License**

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to refund \$264.00 to the 3 City Liquor License holders. This refund is for time period March 17, 2020 to May 4, 2020 when they were closed down by Executive Order 20 04- due to the COVID-19 Pandemic. The motion passed unanimously.

**Roll Call**

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

**9.08 Approval of Corpro and Maguire Iron Contracts**

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the Corpro and Maguire Iron Contracts for maintenance and cleaning of the water tower. The motion passed unanimously.

**Roll Call**

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

**9.09 Comp Time**

No changes made.

**9.10 Plan Review Fee**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to change the 2020 Building Permit Fee schedule to reflect the following: plan review fee will be charged at \$50.00/ per hour, fee will be reviewed annually. The motion passed unanimously.

**Roll Call**

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

**9.11 Pay Equity Non-Compliance Letter**

A non-compliance letter was received from Management and Budget in regards to the 2020 pay equity report submitted. The City has until July 6, 2020 to submit an updated report.

**9.12 Stay at Home Order**

Stay at Home Order has been extended until May 3, 2020 @ 11:59pm.

**10.00 Staff and Committee Reports & Recommendations**

**10.01 City Clerk Report**

**March Activities**

- Fire Hall Financing
- Attend OSHA Safety Training in Sandstone
- Preliminary Fire Fund Budget
- Election
- Submit Annual State Building Report
- Revenue Recapture Training
- Gathered and Submitted Information for Revenue Recapture Audit
- Attend Fire Hall Expansion/Renovation Meetings
- Start Reviewing Information coming out on COVID-19 Pandemic
- Attended Daily LMC Webinar on COVID-19 Info
- Work on First Report of Injury with Erik B.
- 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.
- ❖ Election
- ❖ Working with Ryan to keep him busy
- ❖ Updates to Facebook and Website (COVID-19, Sewer do's & don'ts)
- ❖ Community New Articles
- ❖ Door Hangers for Disconnects

**Clerk's Institute for Jodie rescheduled to week of July 20, 2020**

**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.

**Firehall expansion meetings –**

- Working with ARI
- Working with McGough
- Setting new construction schedule
- Going to bids
- See schedule in approvals needed in packet

**Recruitment – always looking**

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

**FEMA Grant – Submitted for wildland gear.**

**Website updating**

**Met with Jay Cooke Park about 911 number – updated maps – in process**

**Tender 612 water leak repair – complete, going to replace more piping this fall**

**Going to revisit bylaws, SOGs, personal policy**

**COVID response and protocol – great job by Erik updating staff and training updates**

**COVID working on purchasing more supplies, applying for grants**

**COVID also working with ambulance service on possible influx of calls and staff shortage**

**COVID webinars**

**Call Volume for as of March 31, 2020**

Call by Type

Medical: 135

False Alarm: 9

Hazardous Condition: 5

Rescue: 0

Vehicle Accident: 5

Vehicle Extrication: 0

Vehicle Fires: 0

Vegetation Fires: 0

Working Structure Fire: 6

Service Call: 1

Transport: 8

Lift Assist: 3

Chimney Fires: 2

Other: 0

**Total # of Runs: 176**

Respectfully Derek Wolf – Fire Chief

**10.03 Public Works Report**

**Water plant**

- Working with SCDA company- on adjustment
- Generators –company had to come back and fix ATS - need to add communication with well generator spring
- Reclaim pump repair – need to add another check valve
- Sampling

**Highway 210 water line**

- Working with Township on plan review
- Plans submitted to MDH for review – waiting for them back
- Joint powers meeting – was cancelled.

- Trying to coordinate next year projects
- Mowers ordered
- Going to review sewer films
- Policy updating
- Painting City hall garage wall – complete
- Purchased generator for FD and City – had different plugs wired into it so it can run any facility
- Transfer switch wired to city shop
- Removed outside lights at old WTP had them installed at FD and Recycle center
- Worked with Ullands to open up culvert by 4<sup>th</sup> street to stop water backing up
- COVID response
- Working on setting up training for WTP
- Setting up virtual meeting

**10.04 Library Director Report**

- I sent out Summer Reading Program donation request letters
- I Prepped April Poetry & Bookmark items

- I did the Annual Library Report and submitted that
- I worked on book/item donations
- I prepped for and attended a FOL meeting and then typed up the minutes from that meeting
- I added books to the system and covered them
- I did some deep cleaning of surfaces and items
- I fixed some errors on book/item records
- I did prep to close to the public
  - I stopped sending and receiving items to help curb the spread of the virus
  - I changed my exchange of bins to once per week so I don't end up with an overwhelming amount of items for other libraries and so I am able to get all of Carlton's items back as they are returned
- We closed to the public on 3/17/2020 at 5 pm
- I watched multiple COVID-19 webinars
- I ordered library supplies
- I started working from home on 3/30/2020

Cathie:

- Has been at home recovering from shoulder surgery

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, April 13, 2020 @ 6:00pm

11.02 Bid Opening – May 1<sup>st</sup>, 2020

11.03 Regular Council Meeting – Wednesday, May 13, 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 7:20 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer