

**Carlton City Council
Meeting Minutes
Wednesday, May 13, 2020**

1.00 Call to Order & Pledge of Allegiance

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

2.00 Roll Call – Agenda Additions/ Deletions

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

Council Absent:

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

Others Present: Allen 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 Jorgenson and seconded by Councilor Bodie to approve the Agenda with the following additions: 5.01 Aaron Hanson. The motion passed unanimously.

Roll Call

Councilor Bodie	Aye	Councilor Schmidt	Aye
Councilor Jorgenson	Aye	Mayor Soderstrom	Aye
Councilor MacDonald	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, April 8, 2020.
- 4.02** Approval of Bills: Exhibit A dated May 13, 2020 in the amount of \$138,141.43 (\$44,257.55 electronic and \$99,883.88 by check).
- 4.03** Approval of Bills: Exhibit B dated May 13, 2020 in the amount of \$7,107.73 (\$0.00 electronic & \$7,107.73 by check) presented at meeting.
- 4.04** Approval of Check Numbers – 33520- 33572. (Void 33492,33454,33519)
- 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 Bodie and seconded by Councilor Jorgenson to approve the Consent Agenda as presented. The motion passed unanimously.

Roll Call

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

5.00 Presentations & Guests

5.01 Aaron Hanson – did not call into the meeting.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Thank you from Carlton High School Doomsday Dogs Robotics Team Donations

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2020-18 Resolution Accepting Grant to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to pass Resolution 2020-18 accepting a grant from Minnesota Department of Health in the amount of \$600.00 for Emergency COVID-19 Personal Protection Equipment Supplies. The motion passed unanimously.

Roll Call

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

8.02 Resolution 2020-19 Resolution Approving State of Minnesota Joint Powers Agreement with the City of Carlton on Behalf of its City Attorney

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the Joint Powers Agreement. The motion passed unanimously.

Roll Call

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

8.03 Resolution 2020-20 Resolution Authorizing the Issuance, Sale and Deliver of \$1,200,000 General Obligation Capital Improvement Plan Note, Series 2020A

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to Authorize the Issuance, Sale and Deliver of \$1,200.00 GO Capital Improvement Plan Note, Series 2020A. The motion passed unanimously.

Roll Call

Councilor Bodie	Aye	Councilor Schmidt	Aye
Councilor Jorgenson	Aye	Mayor Schmidt	Aye
Councilor MacDonald	Aye		

8.04 Resolution 2020-21 Resolution Accepting Donations to the City

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to accept donations made to the Carlton Area Public Library. The motion passed unanimously.

Roll Call

Councilor Bodie	Aye	Councilor Schmidt	Aye
Councilor Jorgenson	Aye	Mayor Schmidt	Aye
Councilor MacDonald	Aye		

8.05 Approval of the Following Policies: Drug & Alcohol Testing (Non-Dot), Emergency Management Plane, Excavation and Trenching, Fall Protection, Machine Guarding, Management Plan for Welding, Officer Selection, Permit Required Confined Space, Personal Protective Equipment, Pet, Portable Fire Extinguisher, Pothole Repair, Prevention of Frozen Water and Sewer Lines, Relief Association Bylaws, Sign Retro-Reflectivity Evaluation and Maintenance, Snow Removal, Social Media, Street Sweeping.

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve all policies with recommended corrections to the Officer Selection Policy and the Sidewalk Policy. The motion passed unanimously.

Roll Call

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

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-36 in the amount of \$3,680.00. The motion passed unanimously.

Roll Call

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

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve payment of MBI invoice Sixteen in the amount of \$27,146.62 upon verification of pipe and fitting quantities. The motion passed unanimously. The motion passed unanimously

Roll Call

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

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve purchase of 8" Ductile pipe in the amount of \$4,497.83. The motion passed unanimously.

Roll Call

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

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve installation of a 16" waterline in the Four Seasons parking lot. This has been approved by MN Department of Health to be paid with PFA Grant/Loan Funds.

Roll Call

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

9.02 Fire Hall Expansion

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to award Bid Package No 1, Bid Scope No. 1 for Precast Structural Concrete to Fabcon Precast, LLC in the amount of \$177,420.00. The motion passed unanimously.

Roll Call

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

UNFINISHED BUSINESS

9.03 Comp Time Payout

9.04 Bowhunting in Thomson Neighborhood

MN DNR Office Scott Staples is scheduled to attend July 8, 2020 Council Meeting to answer any questions.

9.05 Pay Equity Compliance

NEW BUSINESS

9.06 Four Seasons Budget for 2020/2021

Two (2) version of the budget were presented. One for fully operational and one if the arena cannot open due to COVID-19 restrictions.

9.07 2020 1st Quarter Ambulance Write-Offs

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve 1st Quarter Ambulance Write-Offs in the amount of \$126,455.41. The motion passed unanimously.

9.08 Reopening City Hall

Council left it up to the discretion of the employees as to when to fully open City Hall to the public. They support the decision made by staff. Protocols will be put into place following Minnesota Department of Health and CDC Guidelines.

9.09 2020 Budget

Clerk Conway informed the Council of possible reduction Local Government Aid (LGA) and or Property Tax Revenues.

9.10 Rental for EMT's

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve rental of a 2-bedroom apartment at the Flats at Jay Cooke from June 1, 2020 to December 31,2020. This rental is for on-call EMT's while the fire hall is under construction/renovation. The motion passed unanimously.

Roll Call

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

9.11 Job Description Approval

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the Fire Fighter and EMT job descriptions with the recommended corrections. The motion passed unanimously.

Roll Call

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

9.12 Training Protocols

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve the Fire Department Training Protocols during the COVID-19 Pandemic. The motion passed unanimously.

Roll Call

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

9.13 Amendment No. 2 to Joint Powers Agreement with the Minnesota Department of Natural Resources (DNR)

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve Amendment No.2 to the Joint Powers Agreement with MN DNR. The motion passed unanimously.

Roll Call

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

9.14 Cemetery Plot Sale

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve selling Plot 96, Plot 8 in section 3 for \$400.00. This plot is not a full size. The motion passed unanimously.

Roll Call

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

9.15 Chip Sealing – School Avenue, 4th Street, 5th Street.

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the chip sealing project in the amount of \$27,321.03. The motion passed unanimously.

Roll Call

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

10.00 Staff and Committee Reports & Recommendations

10.01 City Clerk Report

April Activities

- | | |
|--|--|
| ➤ FEMA Portal Grant Setup | Fire Hall Loan Info |
| ➤ Review McGough Draft Contract | Update Cemetery Records |
| ➤ Pay Equity Non-Compliance | Complete Annual Salary Survey |
| ➤ COVID FEMA Grant Info | Raise Issues on Unemployment Claims |
| ➤ DNR Playground Amendment | Revenue Recapture Audit/Updated Letter |
| ➤ Attended many webinars on Stay at Home/COVID | Constructive Receipt Research |
| ➤ 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.
- ❖ Building Permits □ Community News Articles

- ❖ Clean City Hall
- ❖ Sent updated Revenue Recapture Letters
- ❖ Send out postcard for Consumer Confidence Report (CCR)
- Door Hangers for Disconnects

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

Firehall expansion meetings –

- Meetings with ARI
- McGough scheduling
- Building Design
- McGough is putting prices together, opening bids
- Working on final bid package, what's in and what's out
- Figure out where to put staff during construction hope to move out June 2nd
- Demo to start June 6th
- Fire Department staff to compete demo portions
- Working with MN Power to move pole
- Working with Century link to move phone lines
- Working with gas company

COVID -19 response and changes

Online trainings

Re-scheduling of Dept. trainings

Recruitment – always looking

Pre plans of local business. Knox box at Volunteer Services

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

Website updating

Revisited bylaws, SOGs, personal policy

Below is call volume through April 30th 2020

Call by Type

Chimney Fires: 2	Vehicle Accident: 6	Transport: 8
Medical: 157	Vehicle Extrication: 0	Lift Assist: 8
False Alarm: 14	Vehicle Fires: 2	Other: 0
Hazardous Condition: 5	Vegetation Fires: 4	Service Call: 1
Rescue: 0	Working Structure Fire: 8	Total # of Runs: 215

Respectfully
Derek Wolf – Fire Chief

10.03 Public Works Report

Water plant

- Working with SCDA company- on adjustment
- Generators –Need to add communication with well generator spring
- Birch Ave crossing replacement 5-18-20 start
- North Ave crossing replacement 5-18-20 start
- South Ave crossing replacement 5-18-20 start
- Sampling
- Demo of old water plant June 7th
- Looking at 16” line in 4 seasons options

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.
- Mowers here
- Going to review sewer films
- Policy updating - most complete
- Purchased generator for FD and City – had different plugs wired into it so it can run any facility – not complete yet
- COVID response
- Working on setting up training for WTP
- Pre-con meeting for chip sealing school ave possibly May 26th
- Pre-con meeting for Dallas Ave mill and overlay. May 28th start possibly
- Blacktop patch for Twin Lakes Township

- Clean roof drains
- Empty cans for 4 seasons

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Library Director Report

- I ordered books and added and covered books and items as they arrive
- I attended multiple Zoom meetings to stay up to date with the COVID-19 pandemic, and a number of Webinars for continuing education and system updates with library closures
- I have updated our Facebook page and shared library info and projects for patrons to do to stay busy
- I set up Carlton’s Curbside Pick Up program and sent out emails about this to the city, library system, schools and newspapers
 - I started this on April 13, 2020
 - I had 17 Curbside Pick Ups in April!
- The Wi-Fi for the library was installed and I disinfected all surfaces touched during installation
- I started washing all shelves and wiping all items off and alphabetizing
 - All movies and “New” item shelves, Juv. Graphic Novels, Reading Levels, Board books, Juv. Music and audio books, Graphic Novels, adult audio books, and started on the Young Adult section
- I received Winter Reading Program logs and designated prizes

Cathie:

- Has been at home recovering from shoulder surgery

Bethany Leseman
Library Director

10.05 Council Member Report

10.06 Mayor Report

Mayor Soderstrom thanked the Public Works Department for the effort on Community Clean Up.

11.00 UPCOMING MEETINGS AND EVENTS

11.01 Bid Opening – May 15th, 2020

11.02 Special Meeting - Thursday, May 28, 2020

11.03 Regular Council Meeting – Wednesday, June 10, 2020 @ 6:00pm

12.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 6:57 pm. The motion passed unanimously.

Roll Call

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

Respectfully Submitted,

Carol Conway
Clerk-Treasurer