

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, June 10, 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, R. Schmidt

*Council Absent:*

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

*Others Present:* Ryan Schmidt, Schlenner Wenner (via Zoom); 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: **9.08 Water/Sewer Bill, 9.09 Chemstar Letter, 9.10 Preparedness Plan, 9.11 Playground.** 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:** Public Hearing, April 13, 2020; Regular Meeting, May 13, 2020.

**4.02 Approval of Bills:** Exhibit A dated June 10, 2020 in the amount of \$140,918.83 (\$27,988.85 electronic and \$112,929.98 by check).

**4.03 Approval of Bills:** Exhibit B dated June 10, 2020 in the amount of \$26,399.93 (\$17,570.66 electronic & \$8,829.27 by check) presented at meeting.

**4.04 Approval of Check Numbers** – 33573- 33622.

**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 Schmidt 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**

**6.00 Public Hearings/Planning Commission Meeting**

**7.00 Petitions, Communications & Correspondence**

**7.01 Communication – State Demographer**

State Demographer 2019 population estimate for the City of Carlton is 971, household estimate 412

**8.00 Ordinances; Resolutions and Policies**

**8.01 Resolution 2020-23 Resolution Accepting Donations to the City**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt 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		

**8.02 Resolution 2020-24 Resolution Accepting Grant to the City**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to pass Resolution 2020-24 accepting a grant from Minnesota Department of Health in the amount of \$4,065.00 for Emergency COVID-19 Specialized Cleaning Equipment. The motion passed unanimously.

**Roll Call**

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

**8.03 Personnel Policy**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve updates to the Personnel 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 Bodie and seconded by Councilor MacDonald to approve payment of Donohue invoice 13233-37 in the amount of \$14,137.50. 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 Bodie and seconded by Councilor MacDonald to approve payment of MBI invoice Seventeen in the amount of \$117,247.02. 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		

Public Works Superintendent presented MBI Change Order #7 – adding communication module for the generator at Well No. 4 and Well No. 5, estimated cost is \$6,000.00.

**A Motion** was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve Change Order #7. 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		

**9.02 Fire Hall Expansion**

Interior Demo was completed Saturday, June 6, 2020. Construction anticipated to start June 22, 2020.

**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**

Councilor MacDonald lost internet and cell phone service at 6:23pm.  
Councilor Bodie left the meeting at 6:45pm responded to fire call.

**9.06 Audit Presentation**

**A Motion** was made by Councilor Schmidt and seconded by Councilor Jorgenson to accept the 2019 Financial Audit as presented. The motion passed unanimously.

**Roll Call**

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

**9.07 Approval of Election Judges**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve Carol Conway, Jodie Johnson, Cathy Anderson, Cindy MacCaulay, Lillian Moore and Leola Rodd as 2020 Election Judges. The motion passed unanimously.

**Roll Call**

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

**9.08 Water/Sewer Bill**

**A Motion** was made by Mayor Soderstrom and seconded by Councilor Schmidt to approve adjusting May water/sewer utility for account #4029 based on average usage over a 12-month period. The motion passed unanimously.

**Roll Call**

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

**9.09 Chemstar Letter of Intent**

**A Motion** was made by Mayor Soderstrom and seconded by Councilor Jorgenson to approve negotiations with Chemstar for purchase of parcels: 15-010-0200,15-010-0240,15-010-0260, with the City retaining permanent easement for water and sewer utilities. The motion passed unanimously.

**Roll Call**

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

Councilor MacDonald Absent

### 9.10 City of Carlton Preparedness Plan

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve the COVID 19 Preparedness Plan and to update as needed, per recommended guidelines. The motion passed unanimously.

#### Roll Call

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

### 9.11 Playground

A Motion was made by Councilor Schmidt and seconded by Mayor Soderstrom to approve installation of the playground at the DNR Park beginning June 15, 2020. The motion passed unanimously.

#### Roll Call

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

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 Clerk Report

#### May Activities

- |                                                                                                    |                                  |
|----------------------------------------------------------------------------------------------------|----------------------------------|
| ➤ Completed Revenue Recapture Audit                                                                | ▶ Cemetery Locates/Plot Sales    |
| ➤ Work with DNR on Playground Install                                                              | ▶ Liquor License/Outdoor Seating |
| ➤ Fire Hall Financing/Bid Opening                                                                  | ▶ Special Meetings               |
| ➤ Pay Equity                                                                                       | ▶ Sign for DNR Park              |
| ➤ Pre-Con Meeting for Water Treatment Plant/Utility Upgrades Project                               |                                  |
| ➤ Pre-Con Meeting for Chip Sealing                                                                 |                                  |
| ➤ COVID-19 Preparedness Plan                                                                       |                                  |
| ➤ 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
- ❖ Clean City Hall
- ❖ Send out postcard for Consumer Confidence Report (CCR)
- ❖ Community New Articles
- ❖ COVID-19 Signs

Carol Conway  
Clerk/Treasurer

### 10.02 Fire Chief Report

Firehall expansion meetings –

- Meetings with ARI
- McGough scheduling
- Building Design
- McGough opened and award bids
- Moved to Flats on June 2<sup>nd</sup>
- Demo June 6<sup>th</sup>
- Fire Department staff to compete demo portions
- Working with MN Power to move pole – June 9<sup>th</sup> hopefully
- Working with Century link to move phone lines - complete
- Working with gas company – complete
- Dirt work starting June 15<sup>th</sup>

COVID -19 response and changes  
 Training with Social distancing  
 ATV Repair – axle broke  
 Recruitment – always looking  
 Pre plans of local business.  
 FEMA Grant – going for wildland gear, also regional grant SCBA Wrenshall  
 Website updating

**Below is call volume through May 31, 2020**

Call by Type

Chimney Fires: 2	Vehicle Accident: 7	Transport: 9
Medical: 197	Vehicle Extrication: 1	Lift Assist: 9
False Alarm: 17	Vehicle Fires: 2	Other: 0
Hazardous Condition: 6	Vegetation Fires: 6	Service Call: 1
Rescue: 2	Working Structure Fire: 9	<b>Total # of Runs: 268</b>

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
- Reclaim pump repair –added another check valve, still not 100%
- Sampling
- Birch Ave crossing replacement 5-18-20 start - complete
- North Ave crossing replacement 5-18-20 start - complete
- South Ave crossing replacement 5-18-20 start - complete
- Demo of old water plant June 7<sup>th</sup>
- Looking at 16” line in 4 seasons – end of June

**Highway 210 water line**

- Working with Township on plan review
- Plans submitted to MDH for review – have approval letter
- Joint powers meeting – was cancelled.
  - Reviewing sewer films
  - Policy updating - most complete
  - Purchased generator for FD and City – had different plugs wired into it so it can run any facility – complete
  - Working on setting up training for WTP
  - Pre-con meeting for chip sealing School Ave. possibly May 26<sup>th</sup> - complete
  - Pre-con meeting for Dallas Ave mill and overlay. May 28<sup>th</sup> start possibly – complete
  - Cemetery graves
  - Leveled dirt at South Terrace
  - Lead and Copper sampling
  - Playground install June 15<sup>th</sup>
  - Install wood chips and border on playground

Respectfully,  
 Derek Wolf  
 Public Works Superintendent

**10.04 Library Director Report**

- I had 25 Curbside Pick Ups and three tax form pick ups
- Winter Reading Program Prizes were handed out (ended April 30)
- I washed shelves and alphabetized YA collection.
- I washed all of Juvenile Non-fiction collection and alphabetized most of that
- I added and covered new items that came in
- I attended Zoom meeting for ALS and Public Library Association: check ins and updates with suggestions on how to open back up gradually and how to proceed with Summer Programing
- I ordered audiobooks and added and covered them when they came in
- I wrote up and advertised new “Open to public by appointment” notice
- I prepped the library for “Open to public by appointment”
- I trained Library Aide on new COVID-19 and “Open to public by appointment” procedures
- I went over new and current projects with Library Aide

- o We started receiving exchange bins through the Library System again
- o Daily: We are constantly moving items through the quarantine process
- o We will not have any in person programing this summer
- o We will be providing Summer Reading Program Packets and take and make projects

Cathie:

- Was allowed to return to work with some restrictions
- Finished alphabetizing and re-shelving Juvenile Non-fiction collection
- Went through donations and sorted and added as necessary

**Bethany Leseman**  
Library Director

**10.05 Council Member Report**

Councilor Jorgenson and 3 other ladies have been weeding the flower garden at the DNR Park each Wednesday morning starting at 8:30am.

Grass at the apple tree orchard needs to be mowed.

Grass at 17 Myra needs to be mowed, City Clerk will contact responsible party.

**10.06 Mayor Report**

**11.00 UPCOMING MEETINGS AND EVENTS**

**11.01 Public Hearing – Tuesday, June 16, 2020**

**11.02 Regular Council Meeting – Wednesday, July 8, 2020 @ 6:00pm**

**11.03 Fire Board Meeting – Wednesday, July 15, 2020 @ 6:30pm**

**12.00 Adjournment**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to adjourn the meeting, the time being 7:08 pm. The motion passed unanimously.

**Roll Call**

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

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer