

Carlton City Council
Meeting Minutes
Wednesday, July 8, 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 (via Zoom), H. MacDonald (via Zoom), R. Jorgenson, R. Schmidt

Council Absent:

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

Others Present: Chris Balzer, DNR (via Zoom)

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

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve the Agenda with the following additions: **7.04 Charitable Gambling Request, 9.15 2nd Quarter Ambulance Write-offs.** 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, June 10, 2020; Public Hearing, June 16, 2020; Planning Commission Meeting, June 16, 2020; Special Meeting, June 16, 2020.

4.02 Approval of Bills: Exhibit A dated July 8, 2020 in the amount of \$279,223.58 (\$29,381.30 electronic and \$249,842.28 by check).

4.03 Approval of Bills: Exhibit B dated July 8, 2020 in the amount of \$26,194.57 (\$17,985.73 electronic and \$8,208.84 by check) presented at meeting.

4.04 Approval of Check Numbers: 33623- 33679 (void 33644).

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 Jorgenson and seconded by Councilor MacDonald 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 Northwoods Credit Union

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to close the Share Certificate at Northwoods Credit Union when it matures on August 9, 2020 and to open a 9-month Certificate of Deposit at Woodlands National Bank. The motion passed unanimously.

Roll Call

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

7.02 Letters from Residents

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve an adjustment to June 2020 sewer usage for residents watering lawns/flowers, the adjustment will be made using the average June readings from the prior 3 years. The motion passed unanimously.

Roll Call

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

7.03 MSA Contact

Joe Jurewicz has left MSA. The MSA Engineer assigned to the City is Jon Herdegen.

7.04 VFW Auxiliary Charitable Gambling Request

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve a \$250.00 donation from the Charitable Gambling Fund for the support of Veterans Programs. The motion passed unanimously.

Roll Call

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

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2020-25 Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson 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 2020-26 Resolution Making an Appointment to the HRA Board of Directors

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to pass Resolution 2020-26 Making an Appointment to the HRA Board of Directors. 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

Tabled – needs further review

8.04 Standard Operation Guidelines (SOG's) Update

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve the SOG's as presented. 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		

9.00 General Business
PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve payment of Donohue invoice 13233-38 in the amount of \$11,470.04. The motion passed unanimously.

Roll Call

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

MBI Invoice was withdrawn

Asbestos containing material was identified in the pre-demolition inspection of the old water treatment plant which must be removed and properly disposed of before the building can come down.

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Change Order #8 for Asbestos Remediation. The motion passed unanimously.

Roll Call

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

9.02 Fire Hall Expansion

Installation of exterior walls will start July 9, 2020.

UNFINISHED BUSINESS

9.03 Comp Time Payout

9.04 Bowhunting in Thomson Neighborhood

Chris Balzer from Minnesota Department of Natural Resources provided information on allowing bow hunting within City limits. Applicants would need to attend an Orientation Session.

9.05 Pay Equity Compliance

Clerk Conway has made several attempts to get an answer from the Pay Equity Coordinator on the status of the resubmittal. Emails have not been replied to and phone calls have not returned.

9.06 Chemstar Letter of Intent

9.07 Playground

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to use \$2,500.00 from the Charitable Gambling Fund to pay for installation of the playground. The motion passed unanimously.

Roll Call

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

NEW BUSINESS

9.08 Supplemental (Outdoor) Liquor License Applications

A Motion was made by Mayor Soderstrom and seconded by Councilor Bodie to approve the Supplemental Liquor License Application with the stipulation all Phase III Guidelines of the Minnesota Stay Safe Plan are followed. The motion passed unanimously.

Roll Call

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

9.09 Fee Schedule Updates

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve updates to the Fee Schedule. The motion passed unanimously.

Roll Call

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

9.10 96 4th Street Driveway

Per the agreement made with the resident the driveway will be paved to a width of 12 feet.

9.11 Building Official Mileage

The building official will be moving, mileage will only be paid for the time he is in town providing inspection services for the City.

9.12 Coronavirus Relief Fund

Clerk Conway was directed to see if the funds can be used for replacement of an ambulance.

9.13 Lift Station Repair/Rebuild

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the quote from Minnesota Pump Works in the amount of \$15,187.50 for repair of the lift station on Vermillion Street. The motion passed unanimously.

Roll Call

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

9.14 Vendors Weekend of July 25-26, 2020

Vendors will not be allowed on city sidewalks, streets or property. Private business can allow vendors on their property.

9.05 2nd Quarter Ambulance Write-Offs

A Motion was made by Mayor Soderstrom and seconded by Councilor Bodie to approve 2020 2nd quarter ambulance write-offs in the amount of \$103,436.81. 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 Clerk Report

June Activities

- Process Garage Variance
- Cemetery Sales/Deeds
- Research and Order Net for Thomson Neighborhood
- Attend Various Webinars
- Weed Flower Gardens
- Amendment #2 to DNR Agreement
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)
- PFA Disbursement Request
- Chemstar Letter of Intent to Purchase Land
- Cemetery Locates
- Continue to Review and Update Personnel Policy
- Work Comp Claim
- Fire Budget

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Building Permits Community New Articles
- ❖ Clean City Hall COVID-19 Signs for 4 Seasons
- ❖ Letters to Potential Election Judges

**Carol Conway
Clerk/Treasurer**

10.02 Fire Chief Report

Firehall expansion meetings –

- Meetings with ARI
- McGough scheduling
- Moved to Flats on June 2nd
- Demo complete
- Working with MN Power to move pole - complete
- Working with gas company – installing new gas service due to sprinkler line
- Precast wall coming to install on July 9th hopefully

COVID -19 response and changes

Ordering gear extractor

New helmet lights

Training with Social distancing

ATV Repair – axle broke - repaired

Recruitment – always looking – 2 new probation

Pre plans of local business.

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

Below is call volume through June 30, 2020

Call by Type

Chimney Fires: 2	Vehicle Accident: 10	Transport: 11
Medical: 244	Vehicle Extrication: 1	Lift Assist: 10
False Alarm: 18	Vehicle Fires: 5	Other: 0
Hazardous Condition: 6	Vegetation Fires: 7	Service Call: 1
Rescue: 3	Working Structure Fire: 910	Total # of Runs: 328

**Respectfully
Derek Wolf – Fire Chief**

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
- Demo of old water plant soon
- Looking at 16” line in 4 seasons

Highway 210 water line

- Working with Township on plan review Joint Powers Meeting - cancelled
- Plans submitted to MDH for review – have approval letter

reviewing sewer films

Working on setting up training for WTP

Cemetery graves

Leveled dirt at South terrace

Lead and Copper sampling

Playground install complete.

Install wood chips and border on playground – complete

Water tower cleaning July 9th

Prepping for railroad ditch

**Respectfully,
Derek Wolf
Public Works Superintendent**

10.04 Library Director Report

- o I had 37 Curbside Pick Ups and 48 In Person Visits (computer use and item pick out/pick up
- o I washed shelves and re-shelved items in the Large Print, and part of the adult non-fiction collections.
- o I did inventory and exception report on the Juvenile video and Reading Level collections
- o SRP packet made so Library Aide can make up the rest of them
- o Our phones were down on 6/10/2020 due to server issues and I let patrons know via Facebook that they could contact us through email or Facebook
- o I created a sidewalk activity on the sidewalk from the drop box to the handicap accessible entrance on the side of the building
- o I bought supplies for and prepped a book for our book/story walk and delivered the pages to CreativEdge Designs to laminate
- o I reorganized some of the magazines in new holders for easier access
- o Daily: We are constantly moving items through the quarantine process
- o We are calling patrons when items they have ordered come in (due to each libraries specific pick up situations the automated hold notices had been turned off at the beginning of COVID-19)
- 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 (Foam Submarines have been going out, 2 Ltr Bottle gardens are next)

Cathie:

- Worked on alphabetizing and re-shelving collections as I wash them
- Covered and added items as necessary
- Helped with the prep work on the book for the book/story walk
- Went through donations and sorted and added as necessary

Bethany Leseman
Library Director

10.05 Council Member Report

Councilor Jorgenson requested wood chips for the flower garden at the DNR Park.

10.06 Mayor Report

11.00 UPCOMING MEETINGS AND EVENTS

11.01 Primary Election Day – August 11, 2020

11.02 Regular Council Meeting – Wednesday, August 12, 2020 @ 6:00pm

12.00 Adjournment

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to adjourn the meeting, the time being 7:28 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