

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, August 12, 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, R. Jorgenson, R. Schmidt

*Council Absent:*

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

*Others Present:* John Herdegen, MSA; Mitch Ryan, Resident; Jamey Malcomb, Pine Journal; Susan Wojtkiewicz, Donohue (joined via telephone @ 6:10pm)

**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 addition: 9.14 Great Lakes Pipe Quote. 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, July 8, 2020; Public Hearing, June 16, 2020.

**4.02 Approval of Bills:** Exhibit A dated August 12, 2020 in the amount of \$111,738.26. (\$52,271.76 electronic and \$59,511.50 by check).

**4.03 Approval of Bills:** Exhibit B dated August 12, 2020 in the amount of \$235,878.44 (\$12,103.30 electronic and \$223,775.14 by check) presented at meeting.

**4.04 Approval of Check Numbers:** 33680- 33747 (void 33735).

**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 MacDonald to approve the Consent Agenda as presented. The motion passed unanimously.

**5.00 Presentations & Guests**

**5.01 John Herdegen, MSA**

Mr. Herdegen was present to introduce himself as the new MSA Engineer assigned to the City.

**6.00 Public Hearings/Planning Commission Meeting**

**7.00 Petitions, Communications & Correspondence**

**8.00 Ordinances; Resolutions and Policies**

**8.01 Policy Updates – Fund Balance, Investment, Fee Waiver**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the policies as presented. The motion passed unanimously.

**9.00 General Business  
PROJECT UPDATES**

**9.01 Joint Powers Board (JPB)**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve payment of Donohue invoice 13233-39 in the amount of \$15,682.45 and MBI Invoice 18 in the amount of \$192,569.64. The motion passed unanimously.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to pay the contracted rate of \$68.00 per ton for the additional paving that was completed by Ulland Brothers. The motion passed unanimously.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the pipe/gasket upgrades needed for the waterline located at 90 Chestnut Avenue (Four Seasons Parking Lot). The motion passed unanimously.

**9.02 Fire Hall Expansion**

Roof on new section is complete. McGough is working with Fabcon to resolve issues associated with the concrete panels. Roof on existing structure needs some minor repairs.

**A Motion** was made by Councilor Schmidt and seconded by Councilor MacDonald to approve A.W. Kuettel & Sons to repair the roof of the existing structure, cost of the repair is \$2,650.00. The motion passed unanimously.

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the quote from St. Germain's Cabinet, in the amount of \$3,628.00, for purchase of countertops and installation of cabinets and countertops.

**UNFINISHED BUSINESS**

**9.03 Comp Time Payout**

**9.04 Bowhunting in Thomson Neighborhood**

Mitch Ryan has agreed to conduct an orientation session for any resident who would like to bow hunt within City limits. Bow hunting season will run concurrent with the DNR season.

**9.05 Pay Equity Compliance**

Compliance letter has been received.

**9.06 Chemstar Letter of Intent**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the land sale Purchase Agreement with Chemstar. The motion passed unanimously.

**9.07 CARES Funding/Ambulance Purchase**

Confirmation was received that purchase of the ambulance can take place on or before November 15, 2020.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Jorgenson to use CARES Funding money to purchase a new chassis to remount ambulance 601. The motion passed unanimously.

**NEW BUSINESS**

**9.08 Approval of Election Judges**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Melissa Maki and Kitty Bureau as election judges for the November 2020 Election. The motion passed unanimously.

**9.09 Fire Relief Request for Liquor at the Fire Hall on September 12, 2020**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Fire Relief to have liquor at the Fire Hall on September 12, 2020. The motion with Councilor Bodie abstaining.

**9.10 Mixer in the Water Tower**

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the quote for installation of a GridBee Mixer in the water tower in the amount of \$10,380.00. The motion passed unanimously.

**9.11 Cathodic Protection Repair Quote**

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the replacement of the anode system in the water tower. The motion passed unanimously.

**9.12 McFarland Park Pavilion**

An inspection of the pavilion was done by Northland Consulting Engineers and it was determined the pavilion does not need to be removed. It was recommended to replace the roof within the next year.

**9.13 Set Budget Meeting**

A budget work session has been set for Thursday, August 27, 2020 @ 5:00pm

**9.14 Great Lakes Pipe Quote**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve the quote from Great Lakes Pipe Service, in the amount of \$11,075.00, to clean and televise sanitary sewers in Basin 4 (South Terrace Area). The motion passed unanimously.

**10.00 Staff and Committee Reports & Recommendations**

**10.01 Clerk Report**

**July Activities**

- Clearinghouse Queries for CDL Drivers
- Cemetery Sales/Deeds
- Employee Benefit Reports
- Attend Various Webinars
- Mtg with Lake Superior Community Health
- Fire Board Meeting Agenda/Info
- Print New Policies and Update Binder
- Continue to Review and Update Personnel Policy
- Review TIF Info for Willows Edge
- Election Training
- Research Cares Funding
- 2021 Budget Prep
- 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/Compile a List of Open Permits
- ❖ Trained Election Judges
- ❖ Clean Up Computer Files
- ❖ Update Facebook & Website
- ❖ Quarterly Reports
- ❖ Deposits and Library Petty Cash

**Carol Conway  
Clerk/Treasurer**

**10.02 Fire Chief Report**

Firehall expansion meetings -

- Meetings with ARI
- McGough scheduling
- Moved to Flats on June 2<sup>nd</sup>
- Working with gas company – installing new gas service due to sprinkler line
- Precast wall installed lots of issues. Meeting with manufacture

COVID -19 response and changes

Working towards 601 remount due to Covid  
601 lots of mechanical issues

Looking at new cots, need to find funding

Ordering gear extractor – need to install

New helmet lights – need to install

Training with Social distancing

ATV Repair – track repair

Recruitment – always looking

Pre plans of local business.

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

Water rescue training went good used new equipment

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

Call by Type

Chimney Fires: 2	Vehicle Accident: 15	Transport: 13
Medical: 285	Vehicle Extrication: 2	Lift Assist: 13
False Alarm: 19	Vehicle Fires: 7	Other: 0
Hazardous Condition: 10	Vegetation Fires: 11	Service Call: 4
Rescue: 4	Working Structure Fire: 11	<b>Total # of Runs: 328</b>

**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 – working
- Water Sampling
- Demo of old water plant soon
- 16” line, came across potentially bad soils. Looking at options to move forward
- Punch list items

**Highway 210 water line**

- Working with Township on plan review
- Plans submitted to MDH for review – have approval letter
- Bonding bill waiting

- Working on setting up training for WTP
- Cemetery graves
- Prepping for railroad ditch – week of 17th
- Tower cleaned, cathodic protection repaired
- 210 water line inspection on bridge with MNDOT
- McFarland Park pavilion inspections
- Sewer lateral inspections
- Lift station Thomson
- Clean manholes in Thomson after county project
- Disc Golf Signage

**Respectfully,  
Derek Wolf  
Public Works Superintendent**

**10.04 Library Director Report**

- I had 7 Curbside Pick Ups and 76 In Person Visits (computer use and item pick out/pick up)
- I washed shelves and re-shelved items in the Large Print, and part of the adult non-fiction collections.

- I did inventory on the ALSROT and CTVIDNF collections
  - I started inventory on CTVIDEO but the laptop restarted twice so I did some research on that issue and used one of the library's other laptops for inventory after adding the correct program to that laptop
- We got in ALS Large Print Rotating Collection
  - I put this into quarantine and then alphabetized it when I took it out and put it up for patrons
- I picked up the Story Walk pages from CreativEdge and a volunteer helped me secure them to garden stakes and put them up along the Munger Trail.
- I attended the City Council meeting
- I attended a Library Board meeting
- P prepped the 2 Ltr. Bottle planter take and make project
- I added and covered new items as they came in
- I washed shelves in Adult Non-fiction section
- I worked on Missing After Inventory reports
- I pulled items out of our storage room for the Octopus Mobile take and make project and prepared those packages
- I fixed Story Walk stakes that came out of the ground
- FOL meeting prep
- Made Dino Dig Excavation Kits
- Daily: We are constantly moving items through the quarantine process
- We will be providing Summer Reading Program Packets and take and make projects (Octopus mobiles and Dino Dig Excavation kits next!)

Cathie:

- Worked on alphabetizing and re-shelving collections as I wash them
- Covered and added items as necessary
- Went through donations and sorted and added as necessary

**Bethany Leseman**  
Library Director

**10.05 Council Member Report**

**10.06 Mayor Report**

## **11.00 UPCOMING MEETINGS AND EVENTS**

**11.02 Regular Council Meeting – Wednesday, September 9, 2020 @ 6:00pm**

## **12.00 Adjournment**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to adjourn the meeting, the time being 7:09 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer