

Carlton City Council

Meeting Minutes

Wednesday, September 9, 2020

1.00 Call to Order & Pledge of Allegiance

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

2.00 Roll Call

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:

3.00 Approve Agenda – (Agenda Additions/ Deletions)

Council members may add items to the agenda for discussion purposes or staff direction.

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Agenda with the following additions: **8.06 Resolution 2020-32 Grant Acceptance, 9.02 MBI Invoice, McGough Cost Change Proposals 1&2, ARI Contract Change Proposal, 9.06 Variance Request, 9.07 Temporary Employee.** The motion passed unanimously.

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, August 12, 2020; Special Meeting, August 14, Special Meeting, August 27, 2020.

4.02 Approval of Bills: Exhibit A dated September 9, 2020 in the amount of \$74,207.22. (\$31,963.81 electronic and \$42,243.41 by check).

4.03 Approval of Bills: Exhibit B dated September 9, 2020 in the amount of \$40,847.93 (\$11,454.99 electronic and \$29,392.94 by check) presented at meeting.

4.04 Approval of Check Numbers: 33748- 33818.

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

5.00 Presentations & Guests

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to suspend the Regular Council Meeting and open the Public Hearing/Planning Commission Meeting, the time being 6:14pm. The motion passed unanimously.

6.00 Public Hearings/Planning Commission Meeting

6.01 Variance Request

Petitioner is requesting a variance to the 10' side set-back requirement for a primary structure. (See Planning Commission Meeting Minutes).

7.00 Petitions, Communications & Correspondence

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2020-27: Designating Funds Received from the Coronavirus Relief Fund

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve Resolution 2020-27 Designating Funds Received from the Coronavirus Relief Fund. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2020-29: Supporting the Passage of a Bonding Bill

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve Resolution 2020-29 Supporting Passage of a Bonding Bill. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution 2020-30 Recognizing National Pregnancy and Infant Loss Awareness Day

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2020-30 Recognizing National Pregnancy and Infant Loss Awareness Day. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.04 Resolution 2020-31 Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve Resolution 2020-31 Accepting Donations to the City. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.05 Personnel Policy Update

Updated policy will be provided for the October Meeting

8.06 Resolution 2020-32 Grant Acceptance

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve Resolution 2020-32 Accepting Minnesota Department of Natural Resources and Minnesota's Lake Superior Coastal Program Star Grant. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to process a check in the amount of \$45,000.00 for MBI invoice #19. The check will be held until a functioning heater is installed in the water treatment plant and the electronic communication issues are resolved. The motion passed unanimously.

9.02 Fire Hall Expansion

- McGough Cost Proposal #1 – Additional Masonry Work - \$4,306.00

- McGough Cost Proposal #2 – Concrete mix placed at bottom of foundation due to encountering rock - \$5,619.00

- Change in Contract – Add acoustical ceiling tiles in the meeting room - \$3,678.00

All changes above will be covered with contingency money.

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve the Cost Proposal #1, Cost Proposal #2 and the Contract Change. The motion passed unanimously.

9.03 Donohue Invoice

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Donohue Invoice #13233-40 in the amount of \$7,452.50. The motion passed unanimously.

UNFINISHED BUSINESS

9.04 Chemstar Purchase Agreement

NEW BUSINESS

9.05 Vacation Approval for Derek Wolf

A Motion was made by Mayor Soderstrom and seconded by Councilor Schmidt to approve vacation request from October 21, 2020 to November 3, 2020. The motion passed unanimously.

9.06 Variance Request

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the variance request per recommendation of the Planning Commission. The motion passed unanimously.

9.07 Temporary Employee

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve hiring of a temporary employee with a maximum of 24 hours per pay period and a wage of \$13.50 per hour. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

August Activities

- Attend Webinars: Budget, CARES, COVID-19, Lawful Gambling
- Affidavits of Candidacy
- Employee Benefit Reports
- Update Policy and Procedure Manual
- Create Steak Fry Invite
- Zoning Research
- MDH Grant Reporting
- Continue to Review and Update Personnel Policy
- Start Preliminary Budget
- Public Works Computer Issues
- Variance Request
- Elections
- 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
- ❖ Election
- ❖ Create Resident Water/Sewer Info
- ❖ Update Facebook & Website
- ❖ Quarterly Reports
- ❖ Deposits and Library Petty Cash
- ❖ 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 2nd
- Precast wall installed lots of issues. Meeting with manufacture, still working out issues
- Interior wall going up,
- Sheetrocking
- Electrical and mechanical going in
- Sprinkler system going in

Strom response and clean up.

COVID -19 response and changes

Remount of 601

Going to install power loads in both ambulances and install cot adapters

Ordering gear extractor – need to install

New helmet lights – need to install

ATV Repair – track repair – work in progress

Recruitment – always looking

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

Pump testing went good all passed

SCBA bottle testing went good all passed

Hose testing in September

Below is call volume through August 30, 2020

Call by Type

Chimney Fires: 2	Vehicle Accident: 15	Transport: 13
Medical: 319	Vehicle Extrication: 2	Lift Assist: 16
False Alarm: 20	Vehicle Fires: 8	Other: 0
Hazardous Condition: 22	Vegetation Fires: 12	Service Call: 4
Rescue: 5	Working Structure Fire: 13	Total # of Runs: 451

Respectfully
Derek Wolf – Fire Chief

10.03 Public Works

Water plant

- Working with SCDA company- on adjustment
- Generators –adding communication
- Water Sampling
- Demo of old water plant – removing rest of soil
- 16” line, - waiting on pipe.
- Punch list items
- Need to remove silt fence
-

Highway 210 water line

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

- Storm clean up.
- Prepping for railroad ditch – started
- Tower cleaned, recleaned outside. Adding mixer sept
- Lift station Thomson – new panel ordered
- Disc Golf Signage
- DOT inspections for trucks
- Flushing hydrants - sept 15
- Fixing ambers driveway - sept.
- Locates

- Working with MN Energy on bridge removal on Otter Creek
- Sump pump connection 110 3rd street

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Library Director Report

- I had 1 Curbside Pick Up and 110 In Person Visits (computer use and item pick out/pick up)
- I put together Dino Dig kit take and make project with the help of a volunteer
- Wi-Fi trouble shooting (all fixed)
- I washed shelves and re-shelved items in the adult non-fiction collection.
- 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
- I added and covered new items as they came in
- I fixed Story Walk stakes that came out of the ground
- FOL meeting and notes
- I discarded 2018 and older magazines (Family Circle, This Old House, Consumer Reports) due to low check out and lack of storage.
- Daily: We are constantly moving items through the quarantine process
- August 31 is/was last day of Summer Reading Program
 - I will be allowing patrons to turn in their reading logs through 9/5/2020.

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

11.01 Drive-By Steak Fry – September 12, 2020

11.02 Regular Council Meeting – Wednesday, October 14, 2020 @ 6:00pm

11.03 General Election – Tuesday, November 3, 2020

12.00 Adjournment

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to adjourn the meeting, the time being 6:46 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer