

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, February 10, 2021**

**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, R. Jorgenson, R. Schmidt

*Council Absent:* H. MacDonald

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

Deputy Clerk/J. Johnson

*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 Bodie and seconded by Councilor Schmidt to approve the Agenda with the following additions: **9.14 Emergency Maintenance Quote**. 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, January 13, 2021.

**4.02 Approval of Bills:** Exhibit A dated February 10, 2021 in the amount of \$396,024.29. (\$205,973.36 electronic and \$190,370.19 by check).

**4.03 Approval of Bills:** Exhibit B presented at meeting. \$19,659.65(\$11,697.71 electronic; \$7,961.94 by check)

**4.04** Approval of Check Numbers: 34112 - 34159 (34110 reissue of 33490, 34111-void).

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

**5.00 Presentations & Guests**

**6.00 Public Hearings/Planning Commission Meeting**

**7.00 Petitions, Communications & Correspondence**

**7.01** Thank you from Rob & Teresa Kavanaugh

**7.02** Thank you from Inter-Faith Care Center

**7.03** Donation Request – Carlton Community Education for Community News

**A Motion** was made by Mayor Soderstrom and seconded by Councilor Bodie to approve a \$1,000.00 donation from the Charitable Gambling fund to Carlton Community Education for the Community News. The motion passed unanimously.

## **8.00 Ordinances; Resolutions and Policies**

### **8.01 Resolution 2021-11 A Resolution Accepting Donations to the City**

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve Resolution 2021-11 Accepting a Donation to the Carlton Ambulance Service. The motion passed unanimously.

### **8.02 Resolution 2021-xx A Resolution Authorizing the Abidance of the Respect Minnesota Pledge by the City of Carlton (Respect MN).**

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to table Resolution 2021-12 – Respect MN until the March 10, 2021 Regular Council Meeting. The motion passed unanimously.

## **9.00 General Business**

### **PROJECT UPDATES**

#### **9.01 Joint Powers Board (JPB)**

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to pay Donohue Invoice No. 13233-45 in the amount of \$2,887.50. The motion passed unanimously.

#### **9.02 Fire Hall Expansion**

##### **- McGough Invoices 13267, 13097, 13301 (Pay Applications #7 & 8)**

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve payment of Invoice 13267 in the amount of \$20,040.00, Invoice 13097 in the amount of \$32,447.00 and Invoice 13301 in the amount of \$39,259.00. The motion passed unanimously.

### **UNFINISHED BUSINESS**

#### **9.03 Chemstar Purchase Agreement**

#### **9.04 Carlton/Wrenshall Cooperative Service Agreement**

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to acknowledge and accept a letter sent by Wrenshall Mayor Gary Butala terminating the Cooperative Service Agreement effective April 3, 2021. The motion passed unanimously.

### **NEW BUSINESS**

#### **9.05 Resignation Letter**

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to accept the resignation letter submitted by Eric Rish. The motion passed unanimously.

#### **9.06 Charitable Gambling Fund – Open Skate**

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to allow the Carlton Amateur Hockey Association to keep the \$4,000.00 Charitable Gambling Donation given in 2020. The 2021 Charitable Gambling Donation will be reduced to \$2,000.00. The motion passed unanimously.

#### **9.07 2020 4<sup>th</sup> Quarter Ambulance Write-Offs - \$135,257.84**

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve 2020 4<sup>th</sup> Quarter Write-Offs in the amount of \$135,257.84. The motion passed unanimously.

#### **9.08 Approval of Fire Captains – Hannah Franck, Brian Schubitzke, Travis Saari**

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve Hannah Franck, Brian Schubitzke and Travis Saari as Fire Captains. The motion passed unanimously.

#### **9.09 Fire department Reimbursement Schedule**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve the Fire Department Reimbursement Schedule as presented. The motion passed unanimously.

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to invoice Enbridge actual cost plus 10% for any invoices received from outside entities for pipeline protest response. The motion passed unanimously.

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve paying Fire Department personnel who respond for pipeline protests \$30.00 per hour. The motion passed with Councilor Bodie abstaining.

#### **9.10 CPR Training Fee Schedule**

**A Motion** was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve the CPR Training Fee Schedule and to increase instructor pay from \$50.00 to \$75.00. The motion passed with Councilor Bodie abstaining.

#### **9.11 Deer Hunting**

Council requested additional information.

#### **9.12 Motor Home Camping**

A letter will be sent to inform individual of City Ordinance.

#### **9.13 I & I Summary**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to approve the Infiltration and Inflow (I&I) Plan Summary as presented. The motion passed unanimously.

#### **9.14 Emergency Apparatus Maintenance Estimate**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve estimate from Emergency Apparatus Maintenance for repairs to the Ladder Truck #610. The motion passed unanimously.

### **10.00 Staff and Committee Reports & Recommendations**

#### **10.01 Clerk Report**

##### **January Activities**

- MDH Grant Application
- Updated Cemetery Books
- MMUA Safety Meeting via Zoom
- Start Prepping for Audit
- State Budget Summary
- Bonding Meetings
- Delivered Masks & Sanitizer to Kwik Trip
- Vacuum/Shovel
- W-2 & 1099's
- Multiple Webinars
- End of Year Reports (Outstanding Indebtedness, OSHA 300, Charitable Gambling, Grant Reporting)
- 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.
- ❖ Sewer Rate Increase Postcards
- ❖ End of Year File Cabinet Clean out
- ❖ Revenue Recapture & NEOGov (Safety) Training

**Carol Conway**  
Clerk/Treasurer

#### **10.02 Fire Chief Report**

Firehall expansion meetings –

- McGough finished

- Replacing back garage door – waiting on openers
- Need to modify sprinkler head to fit new garage doors - complete
- Organizing and putting stuff away
- Need to complete generator hooks up and - testing Friday 1-8-21 – complete
- Locker modifications

COVID -19 response and changes.

Remount of 601 – hope to be back by end of February

Recruitment – always looking could use some more fire members

Working with Sheriff office for Line 3 construction. Planning for potential unrest

Several incidents where we have assisted the sheriff office.

Working to find a good long-term solution for responses

Captain nominations

Training 2021 plan

Hope to have house burn in April

BINGO Cancelled

#### **Below is call volume through February 2, 2021**

##### Call by Type

Chimney Fires: 0	Vehicle Accident: 1	Transport: 2
Medical: 48	Vehicle Extrication: 0	Lift Assist: 0
False Alarm: 1	Vehicle Fires: 1	Other: 0
Hazardous Condition: 1	Vegetation Fires: 0	Service Call: 0
Rescue: 3	Working Structure Fire: 0	<b>Total # of Runs: 57</b>

Respectfully,  
Derek Wolf – Fire Chief

### **10.03 Public Works Report**

#### **Water plant**

- Water Sampling
- Chlorine room repair - ongoing
- Heater repair chlorine room, had to move thermostat

#### **Highway 210 water line**

- Plan review
- Soil boring, Twin Lakes Township will pay for.
- Updated to County Board
- Working with the MPCA about Schmitz road water
- Township is getting things in place to go out for bid
- Going to bid February 11th is the current plan
- Public Meeting March 5<sup>th</sup> at 6:30
- Big opening end of March
- Construction starts mid-May
- Engineering meeting
- Disc Golf Signage – concrete pads
- Working with MN Energy on bridge removal on Otter Creek
- Plow snow
- Moved snow with blower, worked well
- Pop can trailer repair
- GIS updated
- Yearend reporting
  - DNR report
  - Conservation report
  - I&I plan
- Water trainings

Respectfully,  
Derek Wolf  
Public Works Superintendent

### **10.04 Building Official Report**

#### **January 2021**

There were 0 new Building Permit applications in January 2021

Completed 2 Permits / Closed 2 Projects

Shower Remodel @ 402 2nd St. - Harry Spaulding  
Commercial Re-Roof @ 210 3rd St. - Lake Superior Community Health

I have been working through the Permit List from 2019 & 2020 trying to close/ coordinate Inspection Notes. Several phone calls and emails regarding the Streetcar Kitchen/ Dining Remodel. Deb Kosiak from the MN State Health Dept. was working to update the Streetcar's licensing and we worked through Inspection History of this project and verification of plumbing code compliance - This has been resolved and all State Licenses have been updated successfully.

Adam Schminski  
Building Official - B0760833

## **10.05 Library Director Report**

### **January 2021**

- I updated and posted the 2021 Library Board and FOL meeting dates and Library Closed dates
- I added and covered items as they came in
- I ordered new books for January and February
- I had a Library Board meeting via Zoom that I hosted
- I had a FOL meeting via Zoom that I hosted
- I signed the library up for Beanstack and the FOL is paying for that subscription
- Started weeding and deleting children's books that haven't been checked out in over 5 years.
- Rotating Large Print collection sent out for exchange again
- Started exchanging rotating DVD collection with other libraries again
  - Going to start rotating Audio CD collection again soon also
- Daily: items into & out of quarantine
- I started process of looking for a Temporary Part Time Aide
  - For while current Aide is out with injury
  - For maternity leave starting end of July/beginning of August

Cathie:

- Has been out with an injury

**Bethany Leseman**  
**Library Director**

## **10.06 Council Member Report**

## **10.07 Mayor Report**

## **11.00 RECAP ACTION ITEMS**

## **12.01 UPCOMING MEETINGS AND EVENTS**

**12.01 Presidents Day – Monday, February 15, 2021 – City Office Closed**

**12.02 Regular Council Meeting – Wednesday, March 10, 2021 @ 6:00pm**

## **12.00 Adjournment**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to adjourn the meeting, the time being 7:11 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer