

# Carlton City Council

## Meeting Minutes

### Wednesday, March 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,  
*Via Zoom:* H. MacDonald

*Council Absent:*

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

*Others Present:* Tegan Johnson

#### 3.00 Approve Agenda – (Agenda Additions/ Deletions)

**A Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to approve the Agenda with the following additions: **9.10 Conditional Use Permit Application and 7.02 Donation Request**. 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, February 10, 2021.

**4.02** Approval of Bills: Exhibit A dated March 10, 2021 in the amount of \$125,027.32.  
(\$35,717.62 electronic and \$89,309.70 by check).

**4.03** Approval of Bills: Exhibit B presented at meeting. \$18,927.88(\$11,569.73 electronic;  
\$7,358.15 by check)

**4.04** Approval of Check Numbers: 34160 - 34225

**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 Water Week Mayors Proclamation

##### 7.02 Donation Request for All Night Grad Part

**A Motion** was made by Councilor Schmidt and seconded by Mayor Soderstrom to approve a \$500.00 donation from the Charitable Gambling Fund to the All-Night Grad Party. The motion passed unanimously. *After the motion passed it was determined this donation request will have to be revisited.*

#### 8.00 Ordinances; Resolutions and Policies

**8.01 Resolution 2021-12    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 Schmidt to pass Resolution 2021-12 Authorizing the Abidance of the Respect Minnesota Pledge. The motion passed unanimously.

**8.02 Resolution 2021-13    A Resolution Appointment to the Carlton Area Library Board of Directors.**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to pass Resolution 2021-13 Appointment to the Carlton Area Library Board of Directors. The motion passed unanimously.

**8.03 Resolution 2021-14    A Resolution Setting Public Hearing for Street Vacation**

**A Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to pass Resolution 2021-14 A Resolution Setting a Public Hearing for Street Vacation. The motion passed unanimously.

**8.04 Ordinance Update       Chapter 2, Part 3, 203.02 Establishment and Review of Emergency Services Charges**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to updated Chapter 2, Part 3, 203.02 of City Code: Establishment and Review of Emergency Services Charges and to approve the fee schedule as presented. The motion passed unanimously with Councilor Bodie abstaining.

**8.05 Ordinance Update       Chapter 9, Part 3 Zoning, Interim Use Permits**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to updated Chapter 9, Part 3 of City Code adding language for Interim Use Permits. The motion passed unanimously.

**8.06 Emergency Action Plan**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve the Emergency Action Plan. The motion passed unanimously.

## **9.00    General Business**

### **PROJECT UPDATES**

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

##### **9.01-01       Joint Powers Agreement for Water Services**

**A Motion** was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve the Joint Powers Agreement for Water Services. The motion passed unanimously.

##### **9.02-02       Donohue Invoice**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to pay Donohue Invoice No. 13233-46 in the amount of \$2,085.00. The motion passed unanimously.

#### **9.02    Fire Hall Expansion**

### **UNFINISHED BUSINESS**

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

City Clerk and Public Works Superintendent have a meeting scheduled with Chemstar Representatives on March 23, 2021.

#### **9.04    Archery/Bow Hunting**

### **NEW BUSINESS**

#### **9.05    Unclaimed Property**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the write off of check #3085 - \$10.00, check #31028 - \$35.78 and check #31052 - \$1.30. The motion passed unanimously.

#### **9.06 Water Treatment Plant Chlorine Leak**

Public Works Superintendent D. Wolf informed the Council the issue appears to be resolved.

#### **9.07 Fire Department Member Leave of Absence**

Council deferred this to the Fire Department Officers.

#### **9.08 Cemetery (Fees and Monuments)**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to charge for 2<sup>nd</sup> and 3<sup>rd</sup> rites of internment at 50% of current lot fees and to allow for Monuments on 4x8 graves spaces in Section 5 of Hillside Cemetery. The motion passed unanimously.

#### **9.09 Wrenshall Shared Employee to Part-time**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to allow the employee formally shared with Wrenshall to work up to 24 hours per week. The motion passed unanimously.

#### **9.10 Conditional Use Permit Application**

The application for the conditional use permit cannot move forward as the conditional use request is not allowed in C-1 Zoning. Council directed Clerk Conway to return the fee.

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

#### **10.01 Clerk Report**

##### **February Activities**

- Job posting (paper & Indeed), updated job description
- Cleaning/Shoveling
- Employment Verification
- Audit
- Start working on the Medicare Ambulance Data Collection Report
- Webinars/Conference Calls
- Ordinance Review
- Update end of year instructions
- Assessment Searches
- Research Interim Use Permits/Create Application
- Work Comp Audit (virtual-emailed info)
- Monthly Activities: agenda's, dept. head report, meeting minutes, bank recon., AP batch review, etc.

##### **Jodie**

- ❖ Monthly Activities: water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Articles for Paper
- ❖ Clean City Hall
- ❖ Went thru all old ambulance runs
- ❖ Updated water samples spreadsheet

**Carol Conway**  
Clerk/Treasurer

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

Firehall expansion meetings –

- McGough finishing.
- Moved Air hose reels

- Added air lines to garage
- Generator plug in garage
- Finish painting lockers

COVID -19 response and changes.

Remount of 601 – Pick up March 11th

Recruitment – always looking could use some more fire members

Working with Sheriff office and state fire Marshall office on pipe line

Training Burn in April

Ladder truck repair

Several double medical calls

Working with emergency management to house army tent for large incidents.

New battery tools on 602

#### **Below is call volume through February 28, 2021**

##### Call by Type

Chimney Fires: 0	Vehicle Accident: 3	Transport: 3
Medical: 48	Vehicle Extrication: 3	Lift Assist: 0
False Alarm: 5	Vehicle Fires: 2	Other: 0
Hazardous Condition: 2	Vegetation Fires: 0	Service Call: 0
Rescue: 3	Working Structure Fire: 1	<b>Total # of Runs: 116</b>

Respectfully  
Derek Wolf – Fire Chief

### **10.03 Public Works Report**

#### **Water plant**

- Water Sampling
- Chlorine room repair – ongoing, see engineering memo, Part replaced
- Heater repair chlorine room, had to move thermostat - complete

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

- Final Plan review
- Soil boring, Twin lakes Township will pay for.
- Out to bid
- Public Meeting March 5<sup>th</sup> at 6:30
- Big opening March 19th
- Construction starts mid-May
- Engineering meeting

Disc Golf Signage – concrete pads, spring

Working with MN Energy on bridge removal on Otter Creek

Moved snow with blower, work well

Hydrant card review

FL report

Year end reporting

I&I plan

Water trainings

Equipment Repair

Dig grave

Frozen water service, water temperatures

Respectfully,  
Derek Wolf  
Public Works Superintendent

### **10.04 Building Official Report**

There was 1 New Building Permit Application/ Approval in February 2021

- New Siding @ 692 1st St. - Millers Roofing & Siding

Completed 3 Inspections In February 2021

- Progress inspection on Siding project @ 208 Chestnut Avenue
- Shower Remodel / Replace @ 215 Gillespie Dr. - Project Complete

- Siding Remove & Replace @ 692 1st St. - Project Complete

– Still Working through Open Permit List from 2019 & 2020, and looking towards closing these open permits.

Phone calls this month included the following:

- Call w/ realtor from Remax regarding a new home construction project at 511 Chestnut Avenue.
- Call w/ Ron Tondryk to discuss fire extinguishers and life safety requirements @ his apartment building
- Call w/ TKDA architects regarding a reroof project at Woodland Pines this summer.

Adam Schminski

Building Official - BO760833

## **10.05 Library Director Report**

### **February 2021**

- I updated and posted an ad for a temporary part time Library Aide
  - This is to help while current Library Aide is recovering from injury and to help while I am on maternity leave.
- I added and covered items as they came in
- I added newer Audio books
- I deleted children's paperbacks and adult audio books that hadn't been checked out in over 5 years.
- I created a poster for our American Sign Language learning video Flash Drive and added that item to the system
- I taught Library Aide how to send rotating DVDs to other libraries
- I started learning Beanstack and building our Beanstack site
- I attended a Beanstack team lead Zoom meeting
- Daily: items into & out of quarantine

Cathie:

- Has been back intermittently
- Has been going through donated items and adding to system according to policy
- Learned how to send rotating DVDs to other libraries
- Daily: items into & out of quarantine

**Bethany Leseman**

**Library Director**

## **10.06 Council Member Report**

Councilor Jorgenson reported there is a structure design being drawn up for the Thomson Bell.

## **10.07 Mayor Report**

## **11.00 RECAP ACTION ITEMS**

## **12.00 UPCOMING MEETINGS AND EVENTS**

**12.01 Regular Council Meeting – Wednesday, April 14, 2021 @ 6:00pm**

## **13.00 Adjournment**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to adjourn the meeting, the time being 7:21 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway

Clerk-Treasurer