

Carlton City Council

Meeting Minutes

Wednesday, April 14, 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, H. MacDonald

Council Absent:

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

Others Present: Denise Coleman Lyng, Ryan Schmidt, Schlenner Wenner (via Microsoft Teams)

3.00 Approve Agenda – (Agenda Additions/ Deletions)

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve the Agenda with the following additions: **9.15 Metering Pit Building Permit, 9.16 Employee Retention.** The motion passed unanimously.

4.00 Presentations & Guests

5.00 Consent Agenda

5.01 Approval of the Minutes: Regular Meeting, March 10, 2021.

5.02 Approval of Bills: Exhibit A dated April 14, 2021 in the amount of \$106,755.51. (\$45,693.15 electronic and \$61,062.36 by check).

5.03 Approval of Bills: Exhibit B presented at meeting. \$11,328.80(\$1,015.00 electronic; \$10,313.80 by check)

5.04 Approval of Check Numbers: 34226 - 34276

5.05 Review and Approval of Petty Cash

5.06 Charitable Gambling Report

5.07 Frandsen Bank and Trust Credit Card Statement

5.08 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.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Charitable Gambling Donation Request – “Come One”, “Come All to the Family Ball”

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve a \$1,000.00 to Carlton Community Education for the Family Ball. The motion passed unanimously.

7.02 Employee Benefit Balances – Informational Only

7.03 Reaffirm Charitable Gambling Donation Request to All Night Grad Party

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve a \$500.00 donation to the Bulldog Spirit Club for the All-Night Grad Party. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2021-16 A Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to pass Resolution 2021-16 Accepting a Donation to the City. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

UNFINISHED BUSINESS

9.02 Chemstar Purchase Agreement

9.03 Archery Hunting

Minnesota DNR Officer Scott Staples recommends maximum of 20-25 archery licenses issued.

****Chlorine Room Equipment Issues at Water Treatment Plant**

Per request of Councilor Jorgenson – added to “Unfinished Business” until issues are resolved. Clerk Conway will contact City Attorney to verify steps City needs to be taking to get issues get resolved.

NEW BUSINESS

9.04 Audit Presentation

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to accept the audit as presented. The motion passed unanimously.

9.05 HipCamp

Denise Coleman Lyng was present to give information on HipCamp and to answer any questions Council may have. Council Jorgenson recommended she contact Carlton County to see if there would be any issues with utilizing a Loveable Loo. Questions can be Directed to Denise @ 218-384-9877.

9.06 McGough Invoices

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to pay all McGough Invoices submitted. The motion passed unanimously.

9.07 DNR/Carlton Fire Department Cooperative Fire Protection Agreement

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the Cooperative Fire Protection Agreement as presented. The motion passed unanimously.

9.08 2021 Quarter 1 Ambulance Write-Offs

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve 2021 Quarter 1 Write-Offs in the amount of \$118,050.50. The motion passed unanimously.

9.09 LG220 Carlton Fire Relief Association

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the LG220 submitted by the Carlton Fire Relief Association. The motion passed unanimously.

9.10 Peddler License Application

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve the Peddler License Application submitted by Jeffrey Kimmes. The motion passed unanimously.

9.11 Farmers Market

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to allow the Carlton County Farmers Market to set up at MacFarland Park. The motion passed unanimously.

9.12 Parking on Highway 210

Council directed City Staff to contact Minnesota Department of Transportation (MN DOT) and request additional no parking signs along the stretch of Highway 210 that enters Jay Cooke State Park.

9.13 Approval of Ann Olson for Custodial Position

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve the hiring of Ann Olson at \$14.00 per hour for the custodial position share with the Carlton Amateur Hockey Association. The motion passed unanimously.

9.14 Clerk's Conference * June 15-18-2021

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to allow Clerk Conway to attend the Clerk's Conference. The motion passed unanimously.

9.15 Building Permit for Metering Pit for Twin Lakes Township Waterline.

A Motion was made by Mayor Soderstrom and seconded by Councilor MacDonald to only charge for actual cost for the plan review and inspections on the Metering Pit. The motion passed unanimously.

9.16 Employee Retention

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to offer Jonah Smith the option of working four (4) – 10-hour days from Memorial Day to Labor Day and to increase the wage to \$23.00 per hour. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

March Activities

- | | |
|--|-----------------------------|
| ➤ Attended a FEMA Virtual Map Meeting | Flood Insurance Webinar |
| ➤ Grave Locating for Winter Burial | Interviews |
| ➤ Continue to work on 2012Flood FEMA | Grant Reporting |
| ➤ Line 2 Reimbursement Calls | Assessment Searches |
| ➤ Create Janitorial Job Description | Medicare Recertification |
| ➤ Update Fee Schedule and Cemetery Ordinance | Updated City Code Chapter 2 |
| ➤ 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 | Organize 2001-2005 Cemetery Info |
| ❖ Typed letters for Derek | Update Procedures Book |

**Carol Conway
Clerk/Treasurer**

10.02 Fire Chief Report

Firehall expansion meetings –

- McGough finishing.
- Added water softener to help prevent water spots on truck
- Finish painting lockers

COVID -19 response and changes.

Remount of 601 – Pick up March 11th – working well – waiting for new inverter

Recruitment – always looking could use some more fire members

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

Met with CAFD Chief as introduction and how we can incorporate more joint training

Training Burn in April – postponed till May

Working with emergency management to house army tent for large incidents. – store in trailer at recycle center

Several wildland fires

Updated DNR mutual aid agreements

Applying for DNR Grant

Working with Dispatch Emergency Medical Dispatching

Demo of update on CAD

Order Fire prevention materials

Carlton Daze Raffle

Below is call volume through March 31, 2021

Call by Type

Chimney Fires: 0	Vehicle Accident: 7	Transport: 6
Medical: 155	Vehicle Extrication: 1	Lift Assist: 3
False Alarm: 12	Vehicle Fires: 2	Other: 0
Hazardous Condition: 2	Vegetation Fires: 3	Service Call: 0
Rescue: 3	Working Structure Fire: 3	Total # of Runs: 197

Respectfully
Derek Wolf – Fire Chief

10.03 Public Works Report

Water plant

- Water Sampling
- Chlorine room – working on regulator

Highway 210 water line

- F Northland Construction hired for water line
- MBI hired for buildings
- Pre-construction meeting
- Tour of Kwik Trip
- Engineering meeting

Disc Golf Signage – concrete pads, spring

Working with MN Energy on bridge removal on Otter Creek

Working with County on Otter Creek beaver issues

Competent person training

Confined space in construction training

Met with Chemstar

Going to blacktop patch

Disconnect plow equipment

Dig graves

Sweep streets

Pick up dirt/fix sod from plows

Clean up garbage

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Building Official Report

March 2021

There was 1 new Building Permit application in March 2021

- Re-Roof @ 210 2nd St.
Completed 1 Permit / Closed 1 Project

- Coffee Shop @ 110 3rd St.

I have still been working through the Permit List from 2019 & 2020 trying to close projects & Inspection Notes.

March highlights included working with Dave Bakke to complete the Coffee Shop project and issue a Certificate of Occupancy to close his permit and assist him with his coordination with the MN Health Department. Working with the upcoming projects for the Apartment Remodel on Grand Street & Coffee Shop Arbor code research and calls in preparation for plan reviews for these projects in April.

Issued a permit for the Re-Roof at 210 2nd St. and completed a progress inspection, this project will be complete and ready for final inspection in April.

Adam Schminski
Building Official - BO760833

10.05 Library Director Report

March 2021

- I added and covered items as they came in
- I added newer Audio books
- I attended a Friends of the Library meeting
- I did my annual library report
- I added a web camera to one of the computers in the Activity Room
- I did a Fire Prevention Safety training
- I attended a Beanstack Zoom meeting for the new App
- I closed the library on Saturdays until temp. aide can work them
- I emailed people who reached out on Facebook to apply for Library Aide job and told them to fill out the required application
- I assisted the Friends of the Library with an online basket auction
- Daily: items into & out of quarantine

Cathie:

- Our recovering from foot surgery

Bethany Leseman
Library Director

10.06 Council Member Report

10.07 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

12.01 Planning Commission Meeting – Thursday, April 22, 2021 @ 6:00pm

12.02 Special Meeting – Thursday, April 22, 2021 – Following the Planning Commission Meeting

12.03 City Council Meeting – Wednesday, May 12, 2021 @ 6:00pm

12.04 Planning Commission Meeting – Wednesday, May 12, 2021 @ 6:01 pm

13.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to adjourn the meeting, the time being 7:32 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer