

Carlton City Council

Meeting Minutes

Wednesday, May 12, 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 (arrived at 6:04pm), H. MacDonald

Council Absent:

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

Others Present: Denise Coleman Lyng, John Engstrom, Carlton Public School; Dennis Genereau, Carlton County Coordinator

3.00 Approve Agenda – (Agenda Additions/ Deletions)

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Agenda with the following additions: **8.02 Resolution 2021-19, 9.09 tax Forfeited Land, 9.14 Cable Commission Resignation, 9.15 Employee Resignation, 9.16 Extra Patrol Fees.** The motion passed unanimously.

4.00 Presentations & Guests

5.00 Consent Agenda

5.01 Approval of the Minutes: Regular Meeting, April 14, 2021.

5.02 Approval of Bills: Exhibit A dated May 12, 2021 in the amount of \$62,739.48. (\$28,281.75 electronic and \$34,457.73 by check).

5.03 Approval of Bills: Exhibit B presented at meeting. \$41,867.66(\$19,310.09 electronic; \$22,557.57 by check)

5.04 Approval of Check Numbers: 34277 - 34334

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

6.01 Public Hearing – Vacating Maple Avenue

Dennis Genereau explained why the vacation of Maple Avenue is needed and he gave an update on the jail expansion/renovation.

The Planning Commission makes the recommendation to approve Vacating a Portion of Maple Avenue.

7.00 Petitions, Communications & Correspondence

7.01 Charitable Gambling Donation Request – “Carlton Community Education – STEM Camp”

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve a \$400.00 donation to Carlton Community Education for STEM Camp. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2021-18 A Resolution Vacating a Portion of a Street Located in the City of Carlton

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to pass Resolution 2021-18 Vacating a Portion of a Street Located in the City of Carlton. The motion passed unanimously.

8.02 Resolution 2021-19 Reaffirming a Report of Planning Commission and City Council Resolution

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pass Resolution 2021-19 Reaffirming a Report of Planning Commission and City Council Resolution. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

UNFINISHED BUSINESS

9.02 Chemstar Purchase Agreement

Waiting on a survey.

9.03 Archery Hunting

Public Hearing will be scheduled for June 9, 2021 @ 6:00pm.

9.04 Water Treatment Plant Chlorine Room

9.05 Utility Late Fees

NEW BUSINESS

9.06 Ambulance Interfacility Transfer Policy

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the requested changes to the Ambulance Interfacility Transfer Policy. The motion passed with Councilor Bodie abstaining.

9.07 Shipping Container

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve the purchase of a shipping container. The motion passed unanimously.

9.08 Electronic Records

Council directed Clerk Conway to research various options for storage of permanent records.

9.09 Tax Forfeited Land

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the sale of tax forfeited parcel 15-678-0600 and to retain parcels 15-750-0260,0280. The motion passed unanimously.

9.10 American Rescue Funds

Waiting on additional information.

9.11 Interviews

Interviews will be conducted on Monday, May 17, 2021.

9.12 LG220 Carlton VFW

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the LG220 Gambling Permit submitted by the Carlton VFW. The motion passed unanimously.

9.13 Approval of Carlton Amateur Hockey Association (CAHA) Board Members & Budget

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the 2021-2022 CAHA budget and to approve the following board members: Travis Fast, Ben Nilsen, Brent Bodie, City Representative; Ross Soukkala, Leola Rodd, Joe Broneak, Mickalya Talberg, Secretary, Dan Solarz, Treasurer; Brett Reinsch, Vice President and Alanna Soukkala, President. The motion passed unanimously.

9.14 Cable Commission Resignation

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to accept the resignation of Timothy Soden-Groves. The motion passed unanimously.

9.15 Employee Resignation

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to accept the resignation of Jonah Smith. The motion passed unanimously.

9.16 Extra Patrol Fees for Carlton Daze

City will not be billing for extra patrol fees this year.

9.17 Nuisance Ordinance

Councilor Jorgenson has heard 2 families are considering moving out of Carlton because of junk in neighbors' yards. What steps can the City take to enforce the ordinance?

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

April Activities

- | | |
|--|----------------------------------|
| ➤ Submitted final WLSSD Grant Report | New Hire Paperwork |
| ➤ Worked on Street Vacation, Rezoning and Variance Requests | COBRA Research |
| ➤ Attended JPB Meeting | Many Cemetery Phone Calls |
| ➤ Assessment Searches | Update Part-time Job Description |
| ➤ Still working on 2012 FEMA Flood Reporting | Sales Tax Implementation Webinar |
| ➤ Attended Safety and Loss Prevention Webinar | |
| ➤ Post for Full-time and Part-time Jobs | |
| ➤ 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
- ❖ Attended Safety and Loss Prevention Webinar
- ❖ Sales Tax Implementation Webinar
- ❖ Laminating

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

Firehall expansion meetings –

- ❖ McGough finishing.
- ❖ 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

Training May 22nd

Cromwell Training Burn May 23rd

Working with emergency management to house army tent for large incidents. – store in trailer at recycle center, practice set up May 20th

Met with CAFD. Setting up ambulance liaison

Doing tour of Sappi with Wrenshall and Esko

Applying for DNR Grant

Raffle for Carlton Daze

Sheriff office boat in garage

Below is call volume through April 30, 2021

Call by Type

Chimney Fires: 0	Vehicle Accident: 11	Transport: 7
Medical: 185	Vehicle Extrication: 1	Lift Assist: 9
False Alarm: 15	Vehicle Fires: 3	Other: 0
Hazardous Condition: 4	Vegetation Fires: 2	Service Call: 0
Rescue: 3	Working Structure Fire: 3	Total # of Runs: 243

**Respectfully
Derek Wolf – Fire Chief**

10.03 Public Works Report

Water plant

- Water Sampling
 - Chlorine room – ongoing
- Met with Bill Helwig
Discussion with Carol about grant money and how to use

Highway 210 water line

- Northland Construction hired for water line
- MBI hired for buildings
- Engineer meeting 5-5-21
- Pre-construction meeting – 5-12-21
- Discussion with county about transfer station water hook up.
- Discussion with New Life Church about water line
- Disconnect notices sent to MN Power for meter building

Disc Golf Signage – concrete pads, spring

Working with MN Energy on bridge removal on Otter Creek

Working with County on Otter Creek beaver issues

Dig graves

Clean up garbage

Cemetery prep

Measure pavilion for repairs. High school is going to complete

Post positions. Review applications

Met with ISD 93 superintendent

Line locates

MSA GIS Updates

**Derek Wolf
Public Works Superintendent**

10.04 Building Official Report

April 2021

- There were several new Building Permit applications in April 2021
- Completed several Inspections & Site Visits on various projects
 - 508 Chestnut Ave. Roof/ Steeple Repair
 - 210 2nd St. Roof Project
 - Foundation/ Piers 100 3rd St. Arbor Project
 - 108 Grand Apartment - Framing, Plumbing, HVAC, Insulation
 - Final Inspection/Certificate of Occupancy w/Conditions @ Denny Johnson Home Cty. Rd1

- Met with Owner @ 24 Dalles Ave. regarding new SF Home
- Met with Owner @ 692 1st St. Inquired about Shed permitting
- Plan Reviews for 2 projects
- 108 Grand Apartment for Bruce bloom
- 100 3rd St. Arbor @ Coffee Shop
- Phone calls and emails regarding various projects.
- 108 Grand Apartment Remodel, 100 3rd St. Arbor, Meter Building Permitting

Adam Schminski
Building Official - BO760833

10.05 Library Director Report **March 2021**

April 2021

- I added and covered items as they came in
- I added newer Audio books
- I emailed people who reached out on Facebook to apply for Library Aide job and told them to fill out the required application
- Interviews for Substitute position & training of two people
- Prepped for and attended Library Board meeting
 - Sent out letters requesting more Board members
- Beanstack App up and running
- Weeding and deleting of items not checked out for five years or more
- Donated books to two different assisted living facilities
- Completed Annual Report and turned in
- Daily: items into & out of quarantine

Cathie:

- Out 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 City Council Meeting – Wednesday, June 9, 2021 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to adjourn the meeting, the time being 6:57 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
 Clerk-Treasurer