

# Carlton City Council

## Meeting Minutes

### Wednesday, June 9, 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 (arrived at 6:08pm), R. Schmidt, H. MacDonald

*Council Absent:*

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

*Others Present:* Paul Coughlin, Carlton County Jail Administrator; Kelly Lake, Carlton County Sheriff, Marv Bodie, Carlton County Commissioner; Denise Coleman Lyng, Resident

#### 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: **7.01 MDH Communication; 7.02 Carlton County Auditor Communication; 7.03 Woodlands National Bank CD; 8.02 Resolution 2021-21.** The motion passed unanimously.

#### 4.00 Consent Agenda

**4.01 Approval of the Minutes:** Regular Meeting, May 12, 2021 and Special Meeting May 26, 2021.

**4.02 Approval of Bills:** Exhibit A dated June 9, 2021 in the amount of \$78,091.49 (\$28,173.64 electronic and \$49,917.85 by check).

**4.03 Approval of Bills:** Exhibit B presented at meeting. \$23,426.42 (\$17,430.50 electronic; \$5,995.92 by check).

**4.04** Approval of Check Numbers: 34335 - 34387

**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 Bodie and seconded by Councilor Schmidt to approve the Consent Agenda as presented. The motion passed unanimously.

#### 5.00 Presentations and Guests

**5.01** Paul Coughlin – Carlton County Jail Administrator

Sheriff Kelly Lake and Paul Coughlin updated the Council on the progress of the jail project. The sunset date for use of the jail is July 31, 2023, either a new facility or renovated facility will have to be completed or near completion by that date. Two (2) sites have been identified, the “brown site” which is the parking lot area of the Carlton County Courthouse and the “green site” which is land owned by Carlton County off of County Road 61 and is in Twin Lakes Township. Minnesota State Statute requires a County Jail and Court System to be in the County Seat, which is the City of Carlton. The City of Carlton would have to annex the property in Twin Lakes Township in order for the jail to be built at the County Road 61 location.

#### 6.00 Public Hearings/Planning Commission Meeting

#### 7.00 Petitions, Communications & Correspondence

**7.01** Minnesota Department of Health Communication

**7.02** Carlton County Auditor/Treasurer WLSSD Meeting Notice

Councilor Schmidt will attend the meeting on June 16, 2021.

### **7.03 Woodlands National Bank Certificate of Deposit**

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to renew the Certificate of Deposit at Woodlands National Bank. The motion passed unanimously.

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

#### **8.01 Resolution 2021-20 A Resolution Accepting Donations to the City**

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to pass Resolution 2021-20 accepting donations to the Carlton Area Library. The motion passed unanimously.

#### **8.02 Resolution 2021-21 Appointment to the Housing and Redevelopment Authority (HRA)**

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to pass Resolution 2021-21 appointing Alice Moore to the Carlton HRA Board. The motion passed unanimously.

### **9.00 General Business**

#### **PROJECT UPDATES**

##### **9.01 Joint Powers Board (JPB) - Easement Exhibit**

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve a Water Utility Easement to Twin Lakes Township contingent upon City Attorney approval. The motion passed unanimously.

#### **UNFINISHED BUSINESS**

##### **9.02 Chemstar Purchase Agreement.**

##### **9.03 Archery Hunting**

Public Hearing will be scheduled for July 14, 2021 @ 6:00pm.

##### **9.04 Water Treatment Plant Chlorine Room**

##### **9.04.5 Utility Late Fees**

### **NEW BUSINESS**

#### **9.05 Supplemental Outdoor Liquor License Applications**

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Supplemental Outdoor Liquor License for Third Base Bar and VFW for dates July 23, 2021 – July 25, 2021. The motion passed unanimously.

#### **9.06 McGough Invoices**

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve McGough Invoices in the amount of \$20,798.00. The motion passed unanimously.

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

#### **10.01 Clerk Report**

- Zoning Research
- Water Payments/Payroll, Library Petty Cash
- Review Job Applications – Call for Interviews
- Update Interview Questions – Interview Candidates
- Search Records Room for MSA/Thomson Contract for 2012 Flood Repairs
- Submit info for Reimbursement for Enbridge Line 3 calls
- Mow at Cemetery, City Hall and DNR Park
- Get Trees from Hammerlunds
- Monthly Activities: agenda's, dept. head report, meeting minutes, bank recon., AP batch review, etc.
- \* Cemetery Questions
- \* Review TIF1 & TIF2 for compliance
- \* Attend Committee of Whole Meeting
- \* Submit Infor for Carlton Daze Road Closure

- ❖ Monthly Activities: water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Virtually Attended 2<sup>nd</sup> Year of Clerks Institute
- ❖ Update Ambulance Billing Instructions
- ❖ Water Tips on Website and Facebook
- ❖ Start Planning Activities for National Night Out

**Carol Conway**  
**Clerk/Treasurer**

Firehall expansion meetings –  
McGough finished. – Very happy with outcome. N  
Need to replace existing roof – 2022-2024  
COVID -19 response and changes.  
Remount of 601 – Pick up March 11<sup>th</sup> – working well – new inverted installed  
Recruitment – always looking could use some more fire members  
Working with Sheriff office and state fire Marshall office on pipe line.  
Set up army tent with sheriffs office. Potential command post  
Training burn May 22<sup>nd</sup> Went very well. Great practice  
Cromwell Training Burn May 23<sup>rd</sup> – had 3 members go out there. Went well.  
Working with emergency management to house army tent for large incidents. – store in trailer at recycle center, practice set up  
May 20, went well,  
Met with CAFD. Setting up ambulance liaison on going  
Doing tour of Sappi with Wrenshall and Esko – went well. Very impressive facility.  
Applying for DNR Grant  
Raffle for Carlton Daze  
Adopt a highway clean up went well.  
Scott Bodin retirement payout  
Installing Knox Box at water plant

**Below is call volume through May 31 2021**

Call by Type

Chimney Fires: 0	Vehicle Accident: 16	Transport: 10
Medical: 253	Vehicle Extrication: 1	Lift Assist: 12
False Alarm: 18	Vehicle Fires: 3	Other: 0
Hazardous Condition: 4	Vegetation Fires: 2	Service Call: 0
Rescue: 3	Working Structure Fire: 4	<b>Total # of Runs: 326</b>

**Respectfully**  
**Derek Wolf – Fire Chief**

### **10.03 Public Works Report**

**Water plant**

- Water Sampling
- Discussion with Carol about grant money and how to use – looking for another aquifer
- Cleaned clear well and reclaim tank

**Highway 210 water line**

- Northland Construction hired for water line
- MBI hired for buildings
- Locates for meter building site
- Discussion with County about jail locations

Disc Golf Signage – concrete pads, spring  
Working with MN Energy on bridge removal on Otter Creek  
Working with County on Otter Creek beaver issues – on going  
Dig graves  
Clean up garbage  
Cemetery prep – lots of time spent out there  
Scott- started working out great

- \*George came in to help prep cemetery
- \* Tanner starting
- \*Line Locates
- \*MSA GIS – coordinating training
- \*Flowers and flags out
- \*Sewer service lateral replacement
- \*Mike O.-Replace valve box bracket on dump truck

**Derek Wolf**  
**Public Works Superintendent**

### **10.04 Building Official Report**

## **10.05 Library Director Report**

**March 2021**

May 2021

- I added and covered items as they came in
- I added additional Audio books
- Training of substitutes
- Weeding and deleting of items not checked out for five years or more
- Added additional shelving in Activity room for deleted items
- Put out additional Take & Make projects/activities
- Ordered Summer Reading supplies
- Daily: items into & out of quarantine

Caryl (Temp):

- Working independently
- Daily chores, items into & out of quarantine

Cathie:

- Out recovering from foot surgery

**Bethany Leseman**

**Library Director**

## **10.06 Council Member Report**

Councilor Jorgenson would like to look at the possibility of updating the City Flag.

## **10.07 Mayor Report**

## **11.00 RECAP ACTION ITEMS**

## **12.00 UPCOMING MEETINGS AND EVENTS**

**12.01 City Council Meeting – Wednesday, July 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 7:39 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer