

<p style="text-align: center;">Carlton City Council Meeting Minutes Wednesday, July 14, 2021</p>

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, H. MacDonald

Council Absent: R. Schmidt

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

Others Present: Paul Coughlin, Carlton County Jail Administrator; Kelly Lake, Carlton County Sheriff; Residents: Denise Coleman Lyng, Alan Lyng, Don VanDerWerff, John Engstrom, Diane Soden-Groves, Timothy Soden-Groves

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: **9.14 Execution of TIF Note and Certificate of Completion, 9.15 Employee Resignation.** The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, June 9, 2021.

4.02 Approval of Bills: Exhibit A dated July 14, 2021 in the amount of \$287,942.14 (\$40,373.47 electronic and \$247,568.68 by check).

4.03 Approval of Bills: Exhibit B presented at meeting, in the amount of \$18,277.34 (\$10,906.18 electronic; \$7,371.16 by check).

4.04 Approval of Check Numbers: 3488 - 34453

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 MacDonald and seconded by Councilor Jorgenson to approve the Consent Agenda as presented. The motion passed unanimously.

5.00 Presentations and Guests

A Motion was made at 6:05 pm by Councilor MacDonald and seconded by Councilor Bodie to suspend the Regular Council Meeting and open the Public Hearing.

6.00 Public Hearings/Planning Commission Meeting

6.01 Public Hearing – Archery Hunting (see individual meeting minutes)

A Motion was made at 6:40 pm by Councilor MacDonald and seconded by Councilor Jorgenson to close the Public Hearing and reopen the Regular Council Meeting.

7.00 Petitions, Communications & Correspondence

7.01 Letter from Library Director -communication only

7.02 Letter from City of Virginia

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to sign the requested letter of support. The motion passed unanimously.

7.03 Donation Request for Carlton Community Education – Summer Learning Camp

A Motion was made by Councilor MacDonald and seconded by Mayor Soderstrom to give a donation of \$400.00 from the Charitable Gambling Fund for the Summer Learning Camp. The motion passed unanimously.

7.04 Homeland Security and Emergency Management -FEMA DR4069 (2012 Flood Disaster)

FEMA DR4069 Thomson for the 2012 Flood is finally officially closed. All Project Worksheets (PW"s) have been paid in full.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2021-22 A Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to pass Resolution 2021-22 accepting donations to the Carlton Area Library. The motion passed unanimously.

8.02 Resolution 2021-23 A Resolution to Accept the Coronavirus Local Fiscal Recovery Funds

Established under the American Rescue Plan Act (ARPA)

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to pass Resolution 2021-23 to accept any and all funds received under ARPA. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

UNFINISHED BUSINESS

9.02 Chemstar Purchase Agreement.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to pass Resolution 2021-25 authorizing the sale of land to Chemstar Products. The motion passed unanimously.

9.03 Archery Hunting

No decision made at this time.

9.04 Water Treatment Plant Chlorine Room

9.05 Utility Late Fees

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pass Resolution 2021-24 Terminating the Covid-19 Local Emergency and reinstating late fees and utility shut off's effective September 1, 2021. The motion passed unanimously.

9.06 Jail/Courthouse Relocation

A Motion was made by Councilor Bodie and seconded by Mayor Soderstrom to move forward with the process of annexing 20 acres of land in Twin Lakes Township to allow for the relocation of the Jail and Courthouse. The motion died: Aye:2, Nay:2, Absent: 1

NEW BUSINESS

9.07 Custodian Wage

A Motion was made by Mayor Soderstrom and seconded by Councilor Jorgenson to approve a wage of \$16.00 per hour for AnnMarie Olson. The motion passed unanimously.

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve a wage of \$16.00 per hour for Scott Helle. The motion passed unanimously.

9.08 Application for Temporary On-Sale Liquor License

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the 1 to 4 Day Temporary On-Sale Liquor Permit for Oldenburg Arts and Cultural Community. Event dates are August 6 & 7, 2021. The motion passed unanimously.

9.09 Example of Nuisance Letters

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

9.10 Wilhelmina Drive Repair Quote

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the quote submitted by D & B Trucking and Excavating for improvements on Wilhelmina Drive. The motion passed unanimously.

9.11 Sewer Jetting/Televising Quote – waiting on another quote.

9.12 Lift Station Remote Monitoring Quote

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve the quote submitted by Minnesota Pump Works for lift station remote monitoring. The motion passed unanimously.

9.13 Culvert Boring on Birch Avenue Quote

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the boring of a culvert under Birch Avenue. The motion passed unanimously.

9.14 Execution of Tax Increment Financing (TIF) Note and Certificate of Completion

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to authorize the Execution of the TIF Note and Certificate of Completion for Willow Edge. The motion passed unanimously.

9.15 Employee Resignation

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to accept the resignation of Tanner Anderson and to offer the position to one of the other candidates that was interviewed. The starting wage will be \$17.50. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

June Activities

- | | |
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| ➤ Meet with Willows Edge Owners | Start Internal Control Updates |
| ➤ Water Payments/Payroll, Library Petty Cash | Record 2021 Spring Burials |
| ➤ Submit Annual Building Expense & Revenue Report | Joint Powers Board Meeting |
| ➤ Review Job Applications – Call for Interviews | Process Water/Sewer Bills |
| ➤ County Meeting on Jail Relocation | Webinar on American Rescue Plan |
| ➤ Submit Budget info for American Rescue Plan Funds | Review&Update Revenue Recapture Claims |
| ➤ Attended Clerk's Conference in St. Cloud | |
| ➤ 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, bills to be paid each month.
- ❖ Set up New Postage Machine
- ❖ Enter Water Samples Info
- ❖ Water Tips on Website and Facebook
- ❖ Work on Activities for National Night Out

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

Firehall - Need to replace existing roof – 2022-2024
Recruitment – always looking could use some more fire members
Swiftwater training
Received grant from sheriff office for ice water rescue rope reels

Meet and greet and tour CAFD ambulance
 Ladder testing for 610
 Prepping for Carlton Daze, open house, hot dogs, root beer floats
 Prepping for Fair weekend
 Prepping for Ragnar race
 Met with Jay Cooke staff about new app.
 National Night out.
 Prepping Voyages marathon and Eugene Curnow marathon in town
 Raffle for Carlton Daze
 Installing Knox Box at water plant

Below is call volume through June 30, 2021

Call by Type

Chimney Fires: 0	Vehicle Accident: 21	Transport: 12
Medical: 311	Vehicle Extrication: 1	Lift Assist: 16
False Alarm: 20	Vehicle Fires: 3	Other: 0
Hazardous Condition: 4	Vegetation Fires: 2	Service Call: 0
Rescue: 3	Working Structure Fire: 46	Total # of Runs: 400

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
- Power surge took out electronic valve, replacing

*Chlorine Room – on going

Highway 210 water line

- Northland Construction started
- Lot of boring complete
- Construction Meetings

Locate Sewer Lines
 MBI hired for buildings

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
 MSA GIS training

Marathon Prepping
 Dust Control
 Shipping container at Recycle center
 Bore pipe under Birch Ave. for drainage issues
 Carlton Daze Prepr

Derek Wolf
 Public Works Superintendent

10.04 Building Official Report

There were 3 new Building Permit applications in June 2021. All of which were approved in June.
 Completed Plan Review for Grand St. Meter Station Plumbing Plans.
 Conducted a site visit with contractor performing work at the Streetcar, advised the contractor and owner that a roofing permit and inspections would be required for this scope of work.
 Consult with Owner regarding site utilities at a potential new construction site on Dalles Avenue.

Adam Schminski
 Building Official – B0760833

10.05 Library Director Report

June 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
- Summer Reading Program signing up
- Library Flag out
- Sorted donated items
- Sent and requested rotating DVDs
- Added donated DVDs
- Daily: items into & out of quarantine

Caryl (Temp) & Rochelle (Sub):

- Working independently
- Daily chores, 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

Councilor Bodie requested Council revisit 9.06 Jail/Courthouse Relocation, he wanted to clarify this is not authorizing the relocation of the jail/courthouse but would be authorizing the next steps in the process. A public hearing will be held so residents can give their opinion. With the clarification of the information two (2) Councilors who previously voted Nay reconsidered and the following motion was made:

A Motion was made by Councilor Bodie and seconded by Mayor Soderstrom to move forward with the process of annexing 20 acres of land in Twin Lakes Township to allow for the relocation of the Jail and Courthouse. The motion passed unanimously.

12.00 UPCOMING MEETINGS AND EVENTS

12.01 City Council Meeting – Wednesday, August 11, 2021 @ 6:00pm

12.02 Fire Board Meeting – Wednesday, August 18th @ 6:00pm at the Fire Hall

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:27 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer