

# Carlton City Council

## Meeting Minutes

### Wednesday, August 11, 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, H. MacDonald, R. Schmidt

*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; City Attorney, Bill Helwig

*Residents:* Dave Sobczak, Denise Coleman Lyng

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

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the agenda as presented. The motion passed unanimously.

#### 4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, July 14, 2021, Public Hearing, July 14, 2021.

4.02 Approval of Bills: Exhibit A dated August 11, 2021 in the amount of \$147,178.88 (\$89,848.78 electronic and \$57,330.10 by check).

4.03 Approval of Bills: Exhibit B presented at meeting, in the amount of \$36,857.69 (\$26,544.09 electronic; \$10,313.60 by check).

4.04 Approval of Check Numbers: 34455 - 34515

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 Schmidt to approve the Consent Agenda as presented. The motion passed unanimously.

#### 5.00 Presentations and Guests

5.01 Debra Shaff – Housing and Redevelopment Authority (HRA)

Ms. Shaff was not present.

#### 6.00 Public Hearings/Planning Commission Meeting

#### 7.00 Petitions, Communications & Correspondence

7.01 Thank you from Carlton Community Education – STEM Camp Donation

7.02 Resident Letters

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve a sewer adjustment for outside watering for the month of June, July and August. The motion passed unanimously.

#### 8.00 Ordinances; Resolutions and Policies

**8.01 Resolution 2021-26 City of Carlton and Twin Lakes Township Joint Resolution Dissolving a Joint Powers Board**

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to pass Resolution 2021-26 dissolving the Carlton/Twin Lakes Township Joint Powers Board. The motion passed unanimously.

**8.0 Resolution 2021-27 A Resolution Accepting Donations to the City**

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pass Resolution 2021- 27 accepting donations to the Carlton Area Library. The motion passed unanimously.

**8.03 Resolution 2021-28 A Resolution Regarding the Support of a Job Creation Fund Application in Connection with Chemstar Products Company.**

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to pass Resolution 2021- 28 in Support of a Job Creation Fund in Connection with Chemstar Products Company. The motion passed unanimously.

**8.04 Personnel Policy Change**

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to change the eligibility date of health insurance to the 1<sup>st</sup> of the month following hire date. The motion passed unanimously.

**9.00 General Business**

**PROJECT UPDATES**

**9.01 Twin Lakes Township Waterline**

**UNFINISHED BUSINESS**

**9.02 Chemstar Purchase Agreement.**

**9.03 Archery Hunting**

Ordinance, application and regulations will be updated per recommendations of the Council.

**9.04 Water Treatment Plant Chlorine Room**

**9.05 Jail/courthouse Relocation**

City Attorney B. Helwig informed the Council that the Carlton County Board of Commissioners will review the proposed amendment to the Interim Use Permit (IUP) that was issued in 2020. The IUP must be revised before the requested land annexation would be approved by the Carlton City Council.

**9.06 Sewer Jetting/Televising Quotes**

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to authorize Public Works Superintendent Wolf to decide which company to use for televising after additional information is received on disposal of waste. The motion passed unanimously.

**NEW BUSINESS**

**9.07 Request by Carlton Fire Relief for Liquor at the Fire Hall on September 11, 2021**

A Motion was made by Mayor Soderstrom and seconded by Councilor Schmidt to allow liquor at the Fire Hall for the annual Retiree's Steak Fry. The motion passed unanimously.

**9.08 206 Chestnut Avenue**

Clerk Conway was directed to send a letter to the owner of the property.

**9.09 Approval of Library Board Members: Sheila Hopp and Cindy MacCaulay**

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Sheila Hopp and Cindy MacCaulay to the Carlton Area Library Board of Directors. The motion passed unanimously.

**9.10 Gambling Permit Change Date Request by Minnesota Deer Hunters Association**

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to allow a date change to the gambling permit approved in 2020. The motion passed unanimously.

**9.11 2021 2<sup>nd</sup> Quarter Ambulance Write-Offs**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve 2<sup>nd</sup> Quarter Ambulance Write-Offs in the amount of \$159,512.38. The motion passed unanimously

### **9.12 Change to the Fee Schedule**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the following changes to the fee schedule: Requests for Public Data: \$35.00/hour, 2<sup>nd</sup> & 3<sup>rd</sup> Rite of Internment, 50% of current Cremation Plot Price, Mowing by City Crew- \$200.00 each occasion, Conditional Use and Variance Permits – price will be the same for Residential and Commercial. The motion passed unanimously.

**A Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to charge Precision Pipeline \$25.00 per 1,000 gallons of water that is taken directly from the City Well. Hookup fee will not be charged. The motion passed unanimously.

### **9.13 Budget**

**A Budget Meeting was set for August 18, 2021 @ 5:00pm.**

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

### **10.01 Clerk Report**

#### **July Activities**

- GIS Training
- FEMA Map Updates
- No Parking Signs, Caution Bees Sign
- Cemetery Locates, Assist with Full Burial Grave
- Created Hunting Locations Map
- CDC Health Survey
- Virtual Meeting with MNDOT about future road projects
- Annexation Info
- New Employee Info
- Closed Street, Emptied Garbage's for Carlton Daze
- ARPA Webinar
- Fire Budget
- Steak Fry Invites
- Research Bike Trail Easement
- 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.
- ❖ Get Water Education Info ready for National Night Out
- ❖ Laminating
- ❖ Quarterly Reports

**Carol Conway  
Clerk/Treasurer**

### **10.02 Fire Chief Report**

Firehall - Need to replace existing roof – 2023

Lots of calls.

White water rafting 8-17-21

Pump testing

Prepping for Carlton Daze, open house, hot dogs, root beer floats went well- over 750 hotdogs given away

Prepping for Fair weekend

Prepping for Ragnar race

Met with Jay Cooke staff about new app, have used on calls works good.

National Night out. – went well

Installing Knox Box at water plant

Carlton County ATV club upgrades to our UTV. New winch, front rack, water pump. Great donation!  
 New gear should be arriving soon. Took 8 months to get  
 Continuing applying for grants  
 Updating Carlton County fire Mutual aid agreements  
 Looking at SCBAS

**Below is call volume through June 30, 2021**

Call by Type

Chimney Fires: 0	Vehicle Accident: 26	Transport: 16
Medical: 371	Vehicle Extrication: 1	Lift Assist: 18
False Alarm: 22	Vehicle Fires: 4	Other: 0
Hazardous Condition: 4	Vegetation Fires: 5	Service Call: 0
Rescue: 6	Working Structure Fire: 6	<b>Total # of Runs: 480</b>

Respectfully  
 Derek Wolf – Fire Chief

**10.03 Public Works Report**

**Water plant**

- Water Sampling
- Looking for another aquifer

\*Chlorine Room – on going

**Highway 210 water line**

- Northland Construction started
- Lot of boring complete
- Construction Meetings
- Scada Screen upgrades

Locate Sewer Lines  
 MBI started booster station  
 Assessment hearing

Disc Golf Signage – concrete pads  
 Working with MN Energy on bridge removal on Otter Creek, gas line removed, working on prices for bridge removal  
 Working with County on Otter Creek beaver issues – on going  
 Dig graves  
 Carlton Daze clean up and prep. Went well.  
 Bore pipe under Birch Ave. for drainage issues – complete, working well.  
 Selling water to Precision Pipeline.  
 Travis started.  
 Water tower inspection – complete.

Sewer cleaning quotes

Clean up garbage  
 National Night Out

Derek Wolf  
 Public Works Superintendent

**10.04 Building Official Report**

**July 2021**

-There were 5 new Building Permit application in July 2021

- Sump Pump & Waterrpoofing
- Bathtub/bathroom remodel
- Installation of ne Basement Windows & Window Wells
- Garage remodel
- Reroof – remove & replace shingles

-Completed 1 on-site inspection for new Basement Windows

-Conducted 2 site visits for work without permits @ 701 & 707 1<sup>st</sup> St., both properties had ongoing construction work that was not permitted. These 2 properties now have approved building permits and site visits have been conducted to inspect ongoing construction activity.;

Adam Schminski  
 Building Official – B0760833

**10.05 Library Director Report (on maternity leave)**

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 Fire Board Meeting – Wednesday, August 18<sup>th</sup> @ 6:00pm at the Fire Hall

12.02 Ragnar Relay and Red Ribbon Bike Race in Town – August 21, 2021

12.03 City Council Meeting – Wednesday, September 8, 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 7:14 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer