

Carlton City Council

Meeting Minutes

Wednesday, October 13, 2021

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to appoint Councilor MacDonald as Acting Mayor.

1.00 Call to Order & Pledge of Allegiance

Acting Mayor H. MacDonald called the meeting to order at 6:02pm

2.00 Roll Call

Council Present: Mayor, M. Soderstrom (arrived at 6:06pm), Councilors: B. Bodie, H. MacDonald, R. Schmidt

Council Absent: Councilor, R. Jorgenson

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

Others Present:

Residents: Sandy Vernon, Denise Coleman Lyng, Randy. Tollefson

3.00 Approve Agenda – (Agenda Additions/ Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the agenda with the following addition: 9.13 Approval of Sick Time for FMLA. The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, September 8, 2021, Special Meeting, September 20, 2021.

4.02 Approval of Bills: Exhibit A dated October 13, 2021 in the amount of \$91,363.27 (\$40,105.52 electronic and \$51,257.75 by check).

4.03 Approval of Bills: Exhibit B presented at meeting, in the amount of \$49,825.97 (\$4,757.10 electronic; \$45,068.87 by check).

4.04 Approval of Check Numbers: 34571-34629

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

6.00 Petitions, Communications & Correspondence

6.01 Petition from Carlton County Requesting Annexation of Property

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to accepting the Petition submitted by Carlton County upon receipt of the Petition with Original Signatures. The motion passed unanimously.

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to suspend the Regular Council Meeting and open the Planning Commission Meeting, the time being 6:05pm. The motion passed unanimously.

7.00 Public Hearings/Planning Commission Meeting

7.01 Planning Commission Meeting

-See Planning Commission Meeting Minutes

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to close the Planning Commission Meeting and reopen the Regular Council Meeting, the time being 6:07pm. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Leave Donation Policy

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Leave Donation Policy as presented. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Twin Lakes Township Waterline

- ❖ Meter Vault is going in, walls should be up by October 15, 2021
- ❖ Railroad Crossings are done

UNFINISHED BUSINESS

9.02 Chemstar Purchase Agreement.

9.03 Water Treatment Plant Chlorine Room

9.04 Budget

NEW BUSINESS

9.05 Sandy Vernon (Resident)

Ms. Vernon is unhappy with the letter she received about her property. She has received several letters in the past few years and feels she is being targeted. The tires in question are her garden and she is not getting rid of them. She was advised to fill the tires with dirt and plant flowers in them and the issue will be resolved. This will be done Spring 2022.

9.06 Ron Tondryk Letter (tabled)

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to table until November 10, 2021 Regular Council Meeting. The motion passed unanimously.

9.07 Letter of Understanding (LOU) Regarding Annexation of County Land for New Justice Center

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the LOU as presented. The LOU will be sent to Carlton County and may be modified, any modification must be agreed upon by both Carlton County and the City. The motion passed unanimously.

9.08 Planning Commission Zoning Recommendation

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to accept and approve the recommendation of the Planning Commission and Zone the 28.03 acres of proposed annexed land C-2 Commercial Highway upon transfer of property. The motion passed unanimously.

9.09 Annexation Resolution

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve Resolution 2021-xx A Joint resolution Establishing an Orderly Annexation Agreement Between the City of Carlton and Twin Lakes Township to Provide for the Immediate Annexation of Certain Property Pursuant to Minnesota Statutes § 414.0325, subject to approval of the Letter of Understanding (LOU) by the Carlton County

Commissioners. Resolution will become effective after approval of LOU by both parties. The motion passed unanimously.

9.10 Peddler Application

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Peddler Application. The motion passed unanimously.

9.11 Transfer of Local Board of Review to Carlton County Assessor's Office

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the permanent transfer of Local Board of Review Duties to the Carlton County Assessor's Office. The motion passed unanimously.

9.12 Quarter 3 Ambulance Write-Off - \$124,000.99

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve 3rd Quarter Ambulance Write-Offs in the amount of \$124,000.99. The motion passed unanimously.

9.13 Sick Time for Family Medical Leave Act (FMLA)

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve Derek Wolf to use sick time during FMLA leave. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

September Activities

- Updated and Formatted Ordinances
- Continue to work with Chemstar on Expansion/Land Sale
- Proposed Levy Information to County Auditor
- Ordered Bench to be placed at DNR Park
- Multiple Meetings with Twin Lakes Township & County
- Employee Benefit Report
- Research and Write Sick Leave Donation Policy
- Submit reimbursement forms for Enbridge Incidents
- Letters to residents
- Update Revenue Recapture Service Level Agreement
- American Rescue Plan Act Webinar
- Cemetery Lot Sale
- Emergency Action Plan/Fire Extinguisher Training
- **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.
- ❖ Public Information Meeting Postcards
- ❖ Ambulance Payments
- ❖ Claims into Revenue Recapture

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

- Firehall - Need to replace existing roof – 2022-2023 plan to take money out of savings account also possibly fix floor system and drains in building.
- Steak Fry with retirees went very well

- Continuing applying for grants for hose and tablets
- Updating Carlton County Fire Mutual aid agreements - on going
- Looking at SCBAS – Need to figure our plan, demo Sept 21st
- County Wide OB training set up by Carlton staff
- Enbridge calls
- Ambulance budget
- Hiring more staff for the ambulance
- Membership well-being zoom call with mental health provider
- Fire prevention month
- Football game

Below is call volume through September 30, 2021

Call by Type

Chimney Fires: 0	Vehicle Accident: 32	Transport: 17
Medical: 479	Vehicle Extrication: 3	Lift Assist: 22
False Alarm: 29	Vehicle Fires: 6	Other: 1
Hazardous Condition: 5	Vegetation Fires: 9	Service Call: 4
Rescue: 14	Working Structure Fire: 9	Total # of Runs: 629

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
- Tracer wire verification
- Hydrants and connections on going
- Lot of boring complete
- Construction meetings
- Locate sewer lines
- MBI started booster station

- Sewer cleaning quotes – scheduled week of 9-27-21, went well
- Lift station cleaning and pump inspection
- Otter Creek bridge removal on going
- Dig graves
- New Bollards at Third Base around city electrical
- North Ave water break, repaired and black topped
- Updating Emergency contacts
- Park benches installed – on going
- Wood chips spread in playground
- Sewer training class
- Find greenhouse water valves

Derek Wolf
Public Works Superintendent

10.04 Building Official Report

- There were 2 new Building Permit applications in September 2021
- September projects included the following projects.
- New Permit for Addition to Structure @ 417 2nd St. - Plan Review & Approval
- New permit for Garage @ 91 Dalles Ave. - Plan Review & Approval
- Discussion with Weets Brothers regarding MN Building Code requirements and Architectural expectations pertaining to future development.

- Consult completed with Lenny Conklin regarding his property and potential future development. Discussed MN Building Code requirements pertaining to both Commercial Code Requirements and Residential Code Requirements.

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

A budget meeting is scheduled for November 10, 2021 @ 5:00pm

12.00 UPCOMING MEETINGS AND EVENTS

12.01 Trick or Treat in Carlton – Sunday, October 31, 2021 – 1:00pm – 3:00pm

12.02 City Council Meeting – Wednesday, November 10, 2021 @ 6:00pm

12.03 Fire Relief Meeting – Tuesday, November 30, 2021 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:02 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer