

# Carlton City Council

## Meeting Minutes

### Wednesday, November 10, 2021

#### 1.00 Call to Order & Pledge of Allegiance

Mayor Soderstrom the meeting to order at 6:00pm

#### 2.00 Roll Call

*Council Present:* Mayor, M. Soderstrom, Councilors: B. Bodie, H. MacDonald, R. Schmidt, R. Jorgenson

*Council Absent:*

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

*Others Present:*

Residents: Denise Coleman Lyng

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

A **Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the agenda with the following changes: **9.07: Removed from Agenda, 9.11: Added Liability Coverage Waiver Form.** The motion passed unanimously.

#### 4.00 Consent Agenda

**4.01** Approval of the Minutes: Public Information Meeting, October 12, 2021; Regular Meeting, October 13, 2021; Planning Commission Meeting, October 13, 2021; Special Meeting, November 1, 2021.

**4.02** Approval of Bills: Exhibit A dated November 10, 2021 in the amount of \$62,702.66 (\$29,697.58 electronic and \$33,005.08 by check).

**4.03** Approval of Bills: Exhibit B presented at meeting, in the amount of \$42,042.98 (\$35,398.75 electronic; \$6,644.23 by check).

**4.04** Approval of Check Numbers: 34630-34681

**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

#### 6.00 Petitions, Communications & Correspondence

**6.01** Council Member Letter

**6.02** Charitable Gambling Request from Carlton VFW Auxiliary

A **Motion** was made by Councilor Jorgenson and seconded by Councilor Bodie to approve a \$1,000.00 to Carlton VFW Auxiliary for Christmas Baskets. The motion passed unanimously.

**6.03** 2020 Census Population and Household Counts

2020 Census Population: 948 (Single Family Home Population - 841, Group Quarters Population - 107)  
Total Housing Units: 436

#### 7.00 Public Hearings/Planning Commission Meeting

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

### **8.01 Personnel Policy Updates**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve updates to the Personnel Policy. The motion passed unanimously.

### **8.02 Resolution 2021-32 Resolution Accepting Resignation and Declaring a Vacancy**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to accept the resignation letter submitted by Councilor Jorgenson and declare a vacancy. The motion passed unanimously.

### **8.03 Resolution 2021-33 Resolution Accepting Donations to the City**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to accept donations made to the Carlton Area Library. The motion passed unanimously.

## **9.00 General Business**

### **PROJECT UPDATES**

#### **9.01 Twin Lakes Township Waterline**

### **UNFINISHED BUSINESS**

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

Contract will be executed week of November 8, 2021 and 1<sup>st</sup> installment of \$7,000.00 will be paid.

#### **9.03 Water Treatment Plant Chlorine Room**

#### **9.04 Budget**

#### **9.05 Ron Tondryk Letter**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to adjust the water/sewer bill as per past practice. The motion passed unanimously.

#### **9.06 Letter of Understanding**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve the Letter of Understanding that was presented. The motion passed with Councilor MacDonald voting nay.

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2021-31 A Joint Resolution Establishing an Orderly Annexation Agreement Between the City of Carlton and Twin Lake Township to Provide for the Immediate Annexation of Certain Property Pursuant to Minnesota Statutes § 414.0325

### **NEW BUSINESS**

#### **9.07 Vernon Insurance Agency (Removed from agenda)**

#### **9.08 Travis Polo – Probation ended 11/3/2021**

**A Motion** was made by Mayor Soderstrom and seconded by Councilor Jorgenson to approve status change for Travis Polo from probationary to permanent full time and for a pay increase of \$1.00 per hour. The motion passed unanimously.

#### **9.09 Liquor License Renewals**

**A Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to renew liquor licenses for Left Lane Performance (DBA Third Base Bar), Streetcar and Carlton VFW effective January 1, 2022. The motion passed unanimously.

#### **9.10 Water/Sewer Maintenance Agreement with Twin Lakes Township**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve the Water/Sewer Agreement with Twin Lakes Township with annual compensation of \$20,000.00. The motion passed unanimously.

#### **9.11 Liability Coverage Waiver Form**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to NOT Waive monetary limits on municipal tort liability. The motion passed unanimously.

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

#### **10.01 Clerk Report**

##### **October Activities**

- **Was on Vacation October 1 – 8, 2021**
- Public Information Meeting
- Cemetery Lot Sales
- Mental Health Zoom Meeting
- Research Mental Health Awareness Options
- Gather info on IT options
- Cemetery Locates/Mark out winter burial plots
- 3<sup>rd</sup> Quarter Sales and Use Reporting
- Update Cemetery Books and Maps
- Work on Letter of Understanding with City Attorney
- Type Firefighter Mutual Aid Agreement
- Deliver Columbarium Fronts to Country Creations
- Submit PFA Disbursement Request
- Alcohol Training in Virginia, MN
- **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.
- ❖ Library Petty Cash
- ❖ 941 Quarterly Reporting
- ❖ Door Hangers

**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.
- Warranty walk through for project – contractors coming back to adjust a few things
- Received for grants for hose and tablets
- Updating Carlton County Fire Mutual aid agreements - on going
- Halloween Event – went well, lots of kids
- Life Link 3 Helicopter training, landed helicopter in DNR Park
- Starting a couple more cadets
- Incentive gone through
- Arrowhead EMS conference sign up
- Looking at SCBA compressor pricing
- Winterizing wildland equipment
- Football game

**Below is call volume through October 31, 2021**

Call by Type

Chimney Fires: 0  
Medical: 573  
False Alarm: 31  
Hazardous Condition: 6  
Rescue: 15

Vehicle Accident: 38  
Vehicle Extrication: 2  
Vehicle Fires: 6  
Vegetation Fires: 10  
Working Structure Fire: 9

Transport: 17  
Lift Assist: 23  
Other: 1  
Service Call: 4  
**Total # of Runs: 701**

Respectfully  
Derek Wolf – Fire Chief

### 10.03 Public Works Report

#### Water plant

- Water Sampling
- Looking for another aquifer

\*Chlorine Room – on going  
\*Hope to meet with Susan for a plan

#### Highway 210 water line

- Northland Construction ongoing
- Tied to city water
- Pressure testing
- Tracer wire verification
- Hydrants and connections on going
- Construction meetings
- Locate sewer lines
- MBI started booster station
- Sewer line conversation with the township about maintenance

- Otter Creek bridge removal on going
- Dig graves
- New Bollards at Third Base around city electrical – complete
- Park benches installed – on going
- Sewer training class
- Chemstar construction
- Locates
- Water plant meter calibration
- Verify water tower pressure gauge
- 

Derek Wolf  
Public Works Superintendent

### 10.04 Building Official Report

October 2021

-There were 5 new Building Permit applications in October 2021

- 149 Vermillion St - Window Replacement
- 107 Grand St - Pavilion Roof Replacement
- 217 Ashland Ave. - Roof Replacement
- 506 Webbeking - Natural Gas Line to Garage
- Chemstar New Warehouse

-This month there were 5 new permit applications, I completed plan review and approval of all 5 projects. Follow up was needed on 3 separate projects where work was either completed or in process without permits.

-There is a project in the planning phase for a roof replacement at the WoodlandPines building. Coordination with an architect from TKDA is ongoing.

-Inspections have been completed on the water meter station building for the foundation.

Adam Schminski  
Building Official – B0760833

### 10.05 Library Director Report

October 2021

I returned to work

I added and covered items as they came in  
Sorted donated items  
Sent and requested rotating DVDs  
Daily: items into & out of quarantine  
I made the decision to stop putting items in quarantine starting 11/1/2021  
I started putting Treat bags together for Halloween  
I confirmed Junior Library Guild renewal for 2022  
I did virus scans on all computers

Nicki (Sub):

Daily chores, items into & out of quarantine

Cathie:

Has been going through donated items and adding to system according to policy  
Daily chores, items into & out of quarantine

**Bethany Leseman**  
Library Director

**10.06 Council Member Report**

**10.07 Mayor Report**

### **11.00 RECAP ACTION ITEMS**

A budget meeting is scheduled for Wednesday, December 1, 2021 @ 5:00pm

### **12.00 UPCOMING MEETINGS AND EVENTS**

**12.01 Fire Relief Meeting – Tuesday, November 30, 2021**

**12.02 City Council Meeting – Wednesday, December 8, 2021 @ 6:00pm**

**12.03 Truth-in-Taxation Meeting – Wednesday, December 8, 2021**

### **13.00 Adjournment**

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

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer