

# Carlton City Council

## Meeting Minutes

### Wednesday, March 9, 2022

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

Meeting was called to order at 6:02pm by Acting Mayor H. MacDonald

#### 2.00 Roll Call

*Council Present:* Councilors: B. Bodie, H. MacDonald, D. Coleman Lyng, R. Schmidt

*Council Absent:* M. Soderstrom

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

*Others Present:* Christine Davis, Diane Grover, Jeff Grover, David Marshall, David Bakke

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

*Council members may add items to the agenda for discussion purposes or staff direction.*

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman-Lyng to approve the agenda with the following addition: Resolution 2022-16. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

**4.00 Consent Agenda** – *These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*

**4.01 Approval of the Minutes:** Regular Meeting, February 9, 2022, Planning Commission Meeting, February 9, 2022

**4.02 Approval of Bills:** Exhibit A dated March 9, 2022 in the amount of \$118,183.28 (\$16,304.54 electronic and \$101,842.74 by check).

**4.03 Approval of Bills:** Exhibit B presented at meeting in the amount of \$41,716.12 (\$27,156.09 electronic; \$14,560.03 by check).

**4.04 Approval of Check Numbers:** 34881-34941, Void 34896, 34929

**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 Schmidt and seconded by Councilor Bodie to approve the Consent Agenda with a change to 9.06 of the Regular Meeting Minutes, correct dollar amount is \$687.25. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

#### 5.00 Presentations & Guests

**5.01** David Marshall gave an update on his proposed housing project on Sunrise Drive.

**5.02** Christine Davis had a Line 3 Replacement Project Summary Power Point.

**A Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to close the Regular Council Meeting and open the Planning Commission Meeting/Public Hearing, the time being 6:20pm. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

#### 6.00 Public Hearings/Planning Commission Meeting

## **6.01 Variance Request – 28 Dalles Avenue**

(See separate meeting minutes).

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Bodie to close the Public Hearing/Planning Commission Meeting and open the Regular Council Meeting, the time being 6:25pm. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

## **7.00 Petitions, Communications & Correspondence**

### **7.01 Minnesota Department of Health (MDH) Sanitary Survey Report (information only)**

### **7.02 Donation Request – Carlton High School All Night Graduation Party**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve a Charitable Gambling donation of \$1,000.00 to the Carlton High School All Night Graduation Party. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

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

### **8.01 Resolution 2022-13 Resolution to Establish Precincts and Polling Places for the Election Boundaries of the Voting Precincts.**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve Resolution 2022-13. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

### **8.02 Resolution 2022-14 Resolution Accepting Donations to the City**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2022-14. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

### **8.03 Resolution 2022-15 A Resolution Adopting Findings of Fact and Reasons for Approval for Variance Application from Jeff and Diane Grover.**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2022-15. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

### **8.04 Shoreland Ordinance**

Council directed Clerk Conway to move ahead with the process of having Carlton County administer Shoreland protections for the City of Carlton.

### **8.05 Resolution 2022-16 A Joint Resolution of the City of Carlton and the Town of Twin Lakes Approving Entry into a Joint Powers Agreement for Upgrade of the Walnut Avenue Water Main and Approving Adding the City as a Party to the Town of Twin Lakes Contract for Waterline Extension and Construction to Accomplish the Same.**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Bodie to approve Resolution 2022-16. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

## **9.00 General Business**

## **Project Updates**

### **9.01 Twin Lakes Township Water Line**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the purchase of Trimble YUMA 7 Tablet and Beacon Mobile Software for utility billing purposes. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

## **Unfinished Business**

### **9.02 City Light Pole**

Council directed Public Works Superintendent to send quotes to the party who hit the light pole.

## **New Business**

### **9.03 LG230 Gambling Permit Application from Eagles Aerie 1163**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve the LG 230 Application to Conduct Off-Site Gambling. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

### **9.04 Bulk Water – Winter Surcharge**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve a winter surcharge of \$200.00 per day for bulk raw water. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

### **9.05 Pavilion Log Restoration Quote**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the three (3) quotes from Superior Log Restoration. If updated quotes are higher than quotes from 8/4/2021, Council review will be required. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

### **9.06 Med Compass Mobile Health Services Quote**

**A Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to approve the quote from Med Compass to provide SCBA User Exam and Fit Testing. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

### **9.07 Easement Agreement**

Council directed Clerk to have City Attorney write an easement agreement with items requested by the affected property owners. PID 15-180-0318. Council gave Clerk and Public Works Superintendent the authority to negotiate with St. Francis Church to obtain an easement for a municipal water line located on church property.

### **9.08 Vacation of Roads and Alley**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Bodie to schedule a public hearing to vacate Pine Place, Scanlon Road, Ashland Avenue and a 20' Alley.

Aye: 4            Nay: 0            Absent: 1

### **9.09 Insurance Deductible Increase**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to table until next month. The motion passed unanimously.

Aye: 4            Nay: 0            Absent: 1

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

### **10.01 Clerk Report**

#### **February Activities**

- Annual Audit

Score Grant Application

- Start work on Shoreland Ordinance
- U.S. Census Map updates due to annexation
- Review Ordinance for Street Vacation
- Easement Research for South Terrace Area & Meet with Property Owners
- Patient Revenue Recapture Dispute
- Patient called on Ambulance Claim in Collections
- Attended Municipal Clerks and Finance Officers Association (MCFOA) Training
- Updated Fire Department Mutual Aid Agreement
- Election Boundaries Resolution and Map

Attend Various Webinars  
Cemetery Plot Research

Jodie

- ✓ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ✓ Started Spreadsheet for Cemetery Records
- ✓ Library Petty Cash
- ✓ End of Year File Cleanout

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.
- ✓ Need to replace SCBA compressor
- ✓ Going to Elite Rescue for all reporting, moving away from paper reporting. On-going transition into new program
- ✓ Grants for tablets in rigs – on-going
- ✓ Fixing water leak in building
- ✓ Mutual aid agreement update with chiefs association

**Below is call volume through February 28, 2022**

#### Call by Type

False Alarm: 8	Transport: 1	Working Structure Fire: 4
Hazardous Condition: 4	Vegetation Fires: 0	Chimney Fires: 0
Lift Assist: 0	Vehicle Accident: 10	Service Calls: 0
Medical: 101	Vehicle Extrication: 0	Other: 1
Rescue: 0	Vehicle Fire: 4	<b>Total # of Runs: 133</b>

Respectfully  
Derek Wolf – Fire Chief

### 10.03 Public Works Report

#### Water plant

- Water Sampling – level looking really good
- Met with Susan, - looking to replace walnut ave. between 2<sup>nd</sup> street and water tower

#### Highway 210 water line

- On hold till spring
- Working on blacktop replacement pricing on north ave
- Working on meter station
- Construction meeting
- Change orders for rock drilling

#### City

- Met with David Marshall
- DNR annual report
- Tier II reports
- Meet with about Easements
- Cleaning office and shop
- Pop cans for 4 seasons
- Move snow plow and haul

#### Twin Lakes

- Locates
- WLSSD Meeting
- I & I Report
- Locate utilities for Justice Center

Respectfully,  
Derek Wolf  
Public Works Superintendent

### 10.04 Building Official Report

- ✓ There were 0 new building permit applications in February 2022
- ✓ Completed 3 onsite inspections and closed 1 permit.
- ✓ Bathroom Remodel @ 308 Chestnut Ave. Plumbing and Construction Final Inspection.
- ✓ Chemstar Cold Storage Building progress inspection and follow up with SpecialInspector.

- ✓ Discussed/ consult with owner regarding garage design expectations and possible variance requirements – determined that a smaller garage less than 1,000 sq. ft. would be the preferred option at this time.
- ✓ Project consultation with general contractor concerning siding/ window and roof replacement at a sf home.
- ✓ Followed up with an anonymous homeowner whom was requesting assistance with the contractor recovery fund from the Dept. of Labor and Industry with the State of MN – whom had a roof completed and the work was unsatisfactory. Advised the individual that the best course of action is to work through this matter with DLI.

**Adam Schminski**

**Building Official – B0760833**

### **10.05 Library Director Report**

- I added and covered items as they came in
- Sorted donated items
- Daily chores
- Started Inventory
- Love Your Library mailers sent out
- New Take & Make from ALS put out
- Virus Scan on computers

**Cathie:**

- Sorting through donated items and adding to system according to policy
- Prepared weeded items for sale by donation
- Daily chores
- Started Inventory

**Bethany Leseman**

**Library Director**

### **10.06 Council Member Report**

### **10.07 Mayor Report**

### **11.00 Recap Action Items**

Public Hearing and Special Meeting scheduled for March 28, 2022 at 6:00pm.

### **12.00 Upcoming Meetings and Events**

**12.01 City Council Meeting – Wednesday, April 13, 2022 @ 6:00pm**

**12.02 Board of Appeal & Equalization Open Book Meeting**

*April 28, 2022, 9:00am to 3:00pm at the Carlton County Assessor's Office*

### **13.00 Adjournment**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:24 pm. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

Respectfully Submitted,

Carol Conway

Clerk-Treasurer