

Carlton City Council

Meeting Minutes

Wednesday, April 13, 2022

1.00 Call to Order & Pledge of Allegiance

Meeting was called to order at 6:00pm 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;
J. Johnson, Deputy Clerk

Others Present: Debra Shaff, Housing Authority; Allan Axtell, Leola Rodd, Todd Schramm,
Cliff Langley, Ryan Schmidt, SchlennerWenner (via Zoom)

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 as presented. 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, March 9, 2022, Planning Commission Meeting, March 9, 2022, Special Meeting, April 4, 2022

4.02 Approval of Bills: Exhibit A dated April 13, 2022 in the amount of \$99,396.99 (\$44,544.54 electronic and \$54,852.45 by check).

4.03 Approval of Bills: Exhibit B presented at meeting in the amount of \$43,734.28 (\$966.00 electronic; \$42,768.28 by check).

4.04 Approval of Check Numbers: 34942-34994

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

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations & Guests

5.01 Debra Shaff/Cloquet-Carlton Housing & Redevelopment Authority (Carlton HRA)

❖ Woodland Pines

Debra Shaff was at the meeting to give the Council information on the financial status of the Carlton HRA building. The building is 52 years old and is becoming difficult to maintain. The building has 19 units and statistics show a minimum of 40 units is needed to break even. The Carlton HRA has two sources of income: the Operating Fund Grant calculated by HUD and Shelter Rent, which is calculated by using 30% of household income. The Carlton HRA is looking at all options to reduce costs and increase revenue. The Carlton HRA Board is requesting the Carlton City Council consider reducing or forgiving the Payments in Lieu of Taxes (PILOT) that the Carlton HRA pays and also to consider allowing the Carlton HRA to use a Special Benefit Levy to support the housing authority.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2022-18 Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2022-18. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2022-19 Resolution Accepting Grants to the City

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to approve Resolution 2022-19. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.03 Update to Chapter 4 of City Code

401.05 – Protection of Public and City

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Bodie to update the liability limits required on contractor liability insurance. This applies to contractors working in the city. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.04 Application for Conditional Use/Interim Use Permits

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to approve the addition of Interim Use Permits to the Conditional Use Permit Applications. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 General Business

Project Updates

9.01 Twin Lakes Township Water Line

Startup will be on April 18th or April 25th

Work on meter station and booster stations continues. Supply chain issues still exist.

Unfinished Business

9.02 Insurance Deductible

9.03 Four Seasons Repairs

Carlton Amateur Hockey Association Board has its annual board meeting on April 20th, 2022 and will discuss and possibly approve using current funds for a down payment on the equipment for a new ice plant. The equipment needs to be ordered to meet the time line for installation by October 2022. Financing options will be researched and the results will be reported to the City Council at the May 9th 2022 Regular Council Meeting. A Special Meeting may be needed before May if a deadline needs to be met before May 11, 2022. More information needed before a decision is made on the Zamboni.

New Business

9.04 2021 Audit Presentation

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the 2021 Financial Audit. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.05 LG220 Gambling Permit Applications from Carlton County Chapter of MN Deer Hunters

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the two (2) LG220's submitted for activities on May 1, 2022 and September 21, 2022. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.06 2022 1st Quarter Ambulance Write-Offs

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve 1st Quarter Write-Off in the amount of \$157,697.90. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.07 Right to Refuse Entry

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve using verbiage for Right to Refuse Entry to an OSHA Inspector. This will allow time for the City Safety Coordinator to arrive and be on site during the inspection. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.08 First Amendment Audits

Council directed staff to look at options for securing employee work spaces from entry by non-city employees.

9.09 Farmers Market at MacFarland Park.

Council has no issues with the Farmers Market being at MacFarland Park again this year.

9.10 Establish Public Access at End of Vermillion Street

Council directed staff to find out what would be involved to have the Minnesota Department of Natural Resources designate a public access at the end of Vermillion Street. Council would not want the access to be listed on any State Public Access sites.

9.11 Updated FEMA Flood Map

Council directed staff to file an appeal on some of the areas designated as flood zones on the proposed flood map. Culverts have been replaced or up sized and ditching has taken place since the 2012 flood, which has mitigated the danger of flooding in some areas.

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

March Activities

- Finish up Annual Audit
- Utility Ordinance Update
- Meet with Woodland Insurance
- Review and Prepare info for Vacating of Roads
- OSHA Safety Training
- Send info for Work Comp Audit
- Meet with Fr. Hastings about Easements

ARPA Compliance
Review FEMA Flood Info
Meet with PFA & MDH-Walnut Avenue
Mighty Ducks Grant Research
Review 2021 Audit
Revenue Recapture Dispute

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Attended MCFOA Conference

- ❖ Shredding
- ❖ Facebook Post

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
- ✓ Mutual aid agreement updates with Chiefs' Association
- ✓ Ambulance Study taking place

Below is call volume through February 28, 2022

Call by Type

False Alarm: 10	Transport: 4	Working Structure Fire: 5
Hazardous Condition: 5	Vegetation Fires: 0	Chimney Fires: 1
Lift Assist: 0	Vehicle Accident: 11	Service Calls: 0
Medical: 165	Vehicle Extrication: 0	Other: 1
Rescue: 0	Vehicle Fire: 4	Total # of Runs: 206

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 2nd street and water tower-not use if feasible yet

Highway 210 water line

- Hope to start end of April
- Working on blacktop replacement pricing on North Ave.
- Working on meter station
- Construction meeting
- Change orders for rock drilling

City

- Pop cans for 4 Seasons
- Move snow and haul
- Cleaning office
- Sewer line review
- MNWARN meeting

Twin Lakes

- Lift station monitoring

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Building Official Report

There were 2 new Building Permit applications in March 2022

533 Lindberg Drive - Siding and Window Replacement

- 213 Sugar Maple Lane - Smartjacks/ Beam & Foundation Stabilization

Completed 0 Permits / Closed 0 Projects

- Along with permit approval for the 2 above projects there was building code investigation and enforcement that went into 2 projects in March. A concerned resident reached out to seek assistance with mold at their residence and how mitigation/correction could be enforced. Through several phone calls and correction, the issue has been remedied and the issue resolved.
- The Four Seasons Sports Complex recently experienced an Ice Plant Failure and inquired about permitting requirements for replacement of equipment. It was determined that a permit is not required for the direct replacement of that equipment. Advised members of the Sports Complex Board to verify sizing of equipment, warranties and load engineering of the proposed equipment.

Adam Schminski/Building Official – B00760833

10.05 Library Director Report

- I added and covered items as they came in
- Daily chores and monthly reports
- Virus Scan on computers

- Donated books to Carlton County Jail
- Inventory laptop initial set up
- FOL meeting prep & meeting
- Dealt with Wi-Fi issues
- LYL tracking
- Worked for C.A. one day
- Windows updates on computers
- Ordered new book cart for children's book storage
- Annual Report for ALS
- Reminder to staff: pull lists, correct ITypes & shelving sale items

Cathie:

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

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 Board of Appeal & Equalization Open Book Meeting

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

12.02 Regular Council Meeting – May 11, 2022 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to adjourn the meeting, the time being 7:22 pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway
Clerk-Treasurer