

Carlton City Council
Meeting Minutes
Wednesday, October 14, 2020

1.00 Call to Order & Pledge of Allegiance

Councilor Bodie called the meeting to order, at 6:01pm.

2.00 Roll Call

Council Present: Mayor M. Soderstrom (via telephone), Councilors: B. Bodie, H. MacDonald, R. Jorgenson (via telephone)

Council Absent: R Schmidt

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

Others Present:

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 MacDonald and seconded by Councilor Jorgenson to approve the Agenda with the following additions: **8.02 Resolution 2020-33, 9.05 add Shop Light Quote, 9.10 Ordinance 208**

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, September 9, 2020; Public Hearing/Planning Commission Meeting, September 9, 2020.

4.02 Approval of Bills: Exhibit A dated October 14, 2020 in the amount of \$490,436.98. (\$44,019.36 electronic and \$446,417.62 by check).

4.03 Approval of Bills: Exhibit B dated October 14, 2020 in the amount of \$125,519.87. (\$0.00 electronic and \$125,519.87 by check) presented at meeting.

4.04 Approval of Check Numbers: 33820-33885 (33819 Reissue of check 32591) .

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.

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations & Guests

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

8.00 Ordinances; Resolutions and Policies

8.01 Personnel Policy

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve recommended policy changes. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2020-33: Administrative Resolution

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2020-33 Administrative Resolution changing Official Depositories. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 General Business
PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pay Donohue invoice No. 13233.41 - \$1,365.00 and MBI Invoice No. 20 - \$114,524.90. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.02 Fire Hall Expansion

A \$20,000 credit was issued by Fabcon for the issues with the precast panels.

Construction is a little bit ahead of schedule, should be completed by November 2, 2020.

- McGough Invoices: 012174 - \$96,855.00; 12251 - \$166,775.00; 12371 - \$171,505;
12373 - \$143,596.00; 011918 - \$12,066.00; 012094 - \$114,993.00; 012095 - \$30,994.00

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve all McGough Invoices. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Cost Change Orders

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Cost Change Orders #12 - \$9,597, #13 - \$3,463, #14 - \$2,883. Cost Change Order #9 - \$1,661.00 was not approved for payment, additional information has been requested. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

UNFINISHED BUSINESS

9.03 Chemstar Purchase Agreement

NEW BUSINESS

9.04 3rd Quarter Ambulance Write-Offs

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve 3rd Quarter Ambulance Write-Offs in the amount of \$130,926.72. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.05 Snowblower Attachments/Shop Light Quote

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve the quote submitted by Ziegler Cat for snowblower attachments. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to get 1 or 2 more quotes for the LED lights and to allow staff to choose the lowest competing quote for installation of LED lights in the city garage. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.06 PowerLoad Cots

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to upgrade the existing ambulance cots to PowerLoad Cots. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.07 Halloween/Trick or Treating

City Staff will hand out candy from 1:00pm – 3:00 on Saturday, October 31, 2020.

9.08 Laptop Purchase

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pass Resolution 2020-34 Designation Funds Received from the Coronavirus Relief Fund to be used for a laptop purchase. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.09 Budget

A budget meeting was scheduled for October 21, 2020 @ 4:30pm.

9.10 Set Election Canvass Meeting

Meeting will be held November 12, 2020 during the Regular Scheduled Council Meeting.

9.11 Ordinance 208 – Inflow and Infiltration Compliance

Discussion was held on possible updates to the ordinance. Further discussion needed.

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

September Activities

- Sent out Unclaimed Property Notifications
- Gather Information for Insurance Appraisal for City Properties
- Attended Lawful Gambling Webinar
- Update Policy and Procedure Manual
- Cemetery Locates
- MDH/CARES Grant Reporting
- Continue to Review and Update Personnel Policy
- Continue to work on Budget
- Assessment information for Resident
- Water/Sewer Assessment Certification Letters sent out
- ROW Permits
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Building Permits
- ❖ Start Preparing for General Election
- ❖ Newspaper Articles
- ❖ Update Facebook & Website
- ❖ Quarterly Reports
- ❖ Deposits and Library Petty Cash

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

Firehall expansion meetings –

- Meetings with ARI
- McGough scheduling
- Moved to Flats on June 2nd
- Precast wall came to compromise with contractor,
- Interior wall going up,
- Sheetrocking
- Electrical and mechanical going in
- Sprinkler system going in
- Ongoing painting
- Getting finish items
- Exterior complete

COVID -19 response and changes

Remount of 601

ATV Repair – track repair – got tracks warrantied

Recruitment – always looking

FEMA Grant – going for wildland gear, also regional grant SCBA Wrenshall – still waiting

Hose testing in September – went good

Set WEC Schedule for 2021 training.

Below is call volume through September 30, 2020

Call by Type

Chimney Fires: 2	Vehicle Accident: 15	Transport: 13
Medical: 352	Vehicle Extrication: 2	Lift Assist: 19
False Alarm: 24	Vehicle Fires: 9	Other: 0
Hazardous Condition: 22	Vegetation Fires: 12	Service Call: 5
Rescue: 5	Working Structure Fire: 15	Total # of Runs: 499

Respectfully
Derek Wolf – Fire Chief

10.03 Public Works

Water plant

- Working with SCDA company- on adjustment
- Generators –adding communication - complete
- Water Sampling
- Demo of old water plant – removing rest of soil - complete
- 16" line, - complete – passed and Inservice
- Punch list items – almost complete
- Need to remove silt fence - complete
- Had to replace 8" valve on chestnut ave due to 4x4 in line

Highway 210 water line

- Working with Township on plan review
 - Plans submitted to MDH for review – have approval letter
 - Bonding bill waiting
-
- Prepping for railroad ditch – complete
 - Tower cleaned, recleaned outside. Adding mixer - complete
 - Lift station Thomson – new panel ordered – install November
 - Disc Golf Signage – complete
 - DOT inspections for trucks - complete
 - Flushing hydrants - sept 15 – complete – went good
 - Fixing ambers driveway - sept. - complete
 - Working with MN Energy on bridge removal on Otter Creek
 - Sump pump connection 110 3rd street – complete
 - Blacktop patch
 - Snow plow equipment prep
 - Clean 4 season shed

Respectfully,
Derek Wolf

10.04 Library Director Report

- I had 2 Curbside Pick Up and 84 In Person Visits (computer use and item pick out/pick up)
- I received a Legacy Program Take & Make project and put that out for patrons
- I covered items to go behind the movies to keep them from falling behind each other and getting lost
- I exchanged the Rotating Large Print Collection bins again (3 went out and 3 came in)
- I washed shelves and re-shelved items in the "Classics" collection.
- I ordered new books and covered new items as they came in
- I removed the Story Walk from the Willard Munger Trail (9/8/2020)
- I filled out and turned in the ALS Summer Reading Program (SRP) Report and Reimbursement paperwork
- I called patrons that qualified for SRP prizes and let them know they could come in and pick up their prizes
- I worked on a proposed 2021 budget and turned that into Carol
- I printed new shelf/collection labels and had them laminated and trimmed
 - I put new shelf/collection labels up
- I advertised for a few volunteers to assist with re-shelving items (due to Library Aide being out)
 - I had two people come and fill out volunteer forms and start volunteering
- Daily: We are constantly moving items through the quarantine process

Cathie:

- Worked on alphabetizing and re-shelving collections as I wash them
- Covered and added items as necessary
- Went through donations and sorted and added as necessary
- Had surgery the week of 9/14/2020 and will be out for at least 6-9 weeks

Bethany Leseman

Library Director

10.05 Council Member Report

10.06 Mayor Report

11.00 UPCOMING MEETINGS AND EVENTS

11.01 General Election – Tuesday, November 3, 2020

11.02 Office Closed – Wednesday, November 11, 2020 (Veterans Day)

11.03 Regular Council Meeting – Thursday, November 12, 2020

12.00 Adjournment

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to adjourn the meeting, the time being 6:43 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer