

Carlton City Council

Meeting Minutes

Thursday, November 12, 2020

1.00 Call to Order & Pledge of Allegiance

Mayor Soderstrom called the meeting to order at 6:01pm

2.00 Roll Call

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

Council Absent:

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

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 Schmidt and seconded by Councilor Bodie to approve the Agenda as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

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, October 14, 2020; Budget Meeting, October 21, 2020

4.02 Approval of Bills: Exhibit A dated November 12, 2020 in the amount of \$120,593.95. (\$77,040.41 electronic and \$43,553.54 by check).

4.03 Approval of Bills: Exhibit B was not presented.

4.04 Approval of Check Numbers: 33886-33940.

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

Aye: 5 Nay: 0 Absent: 0

5.00 Presentations & Guests

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Inter-Faith Care Center Donation Request

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve a Charitable Gambling Donation in the amount of \$500.00 to Inter-Faith Care Center for resident programing. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.02 VFW Auxiliary Donation Request

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve a Charitable Gambling Donation in the amount of \$1,000.00 to the VWF Auxiliary for Christmas Baskets. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.03 Carlton Area Hockey Association

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve a Charitable Gambling Donation in the amount of \$4,00.00 to Carlton Area Hockey Association for 2020/2021 Open Skate. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2020-35 A Resolution Certifying Unpaid Charges

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve Resolution 2020-35 Certification of Charges presented on Exhibit A. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2020-36: A Resolution Certifying the General Election

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve Resolution 2020-36 Certifying the Results of the November 3, 2020 General Election. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution Approving League of Minnesota Cities Liability Coverage Waiver Form

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

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

PROJECT UPDATES

9.01 Joint Powers Board (JPB)

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to pay Donohue Invoice No. 13233-42 - \$6,651.13. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to pay MBI invoice #21 in the amount of \$122,773.43. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

The cost of the project has exceeded the PFA funding due to contaminated soils being found and a \$32,000.00 calculation error by the engineer. Clerk Conway will review the water budget and general budget to determine where the additional needed funds will come from.

Twin Lakes Township (TLT) Distribution Line: TLT was awarded \$7.5 million in the bonding bill that was passed. Plans are moving forward to get the project out for bid.

A Motion was made by Councilor Jorgenson to charge TLT \$6.00 per 1,000 gallons of water and \$35.00 per hour plus mileage for meter reading, water billing and general maintenance. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.02 Fire Hall Expansion

-Cost Change Orders: #5 -\$2,948.00; #10 - \$5,383.00; #11 - \$4,585.00; #15 - \$2,796;

#16 - \$1,003.00; #17 - \$4,315.00

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve all Cost Change Orders. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

UNFINISHED BUSINESS

9.03 Chemstar Purchase Agreement

9.04 Budget

9.05 McGough Cost Change Order #9

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Cost Change Order #9. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

NEW BUSINESS

9.06 2021 Liquor License Approval

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve 2021 Liquor License Renewal for Left Lane Performance (Third Base Bar, Streetcar, Carlton VFW). The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

October Activities

- Beginning, Intermediate and Advance Governmental Accounting Training
- STAR Grant Webinar
- Hazard Mitigation Survey
- Cemetery Locates
- Election Postings
- Unpaid Ambulance into Revenue Recapture
- Continue to work on Budget
- Multiple Webinars (Legislative Update, Economic Outlook, CARES Reporting)
- Bond Refinancing Info
- COVID Quarantine at home
- 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
- ✓ UBMax Webinar
- ✓ Newspaper Articles
- ✓ Hockey Calendar
- ✓ FOG Info
- ✓ New Hire Info
- ✓ Water samples spreadsheet

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

Firehall expansion meetings –

- ❖ Meetings with ARI

- ❖ McGough scheduling
- ❖ Moved to Flats on June 2nd
- ❖ Electrical and mechanical going in – almost complete
- ❖ Sprinkler system going in – almost complete
- ❖ Hope to move in end of month

COVID -19 response and changes. Lots of exposures and dealing with staff

Remount of 601 – hope to be back by February

Received loaner, hopefully will work good

ATV Repair – track repair – got tracks warrantied – still working out issues

Recruitment – always looking

FEMA Grant – rejected

Car accident season

Hired new staff for ambulance

Below is call volume through October 26, 2020

Call by Type

| | | |
|-------------------------|----------------------------|-----------------------------|
| Chimney Fires: 2 | Vehicle Accident: 24 | Transport: 16 |
| Medical: 395 | Vehicle Extrication: 2 | Lift Assist: 20 |
| False Alarm: 28 | Vehicle Fires: 11 | Other: 1 |
| Hazardous Condition: 23 | Vegetation Fires: 13 | Service Call: 5 |
| Rescue: 5 | Working Structure Fire: 16 | Total # of Runs: 561 |

Respectfully,
Derek Wolf – Fire Chief

10.03 Public Works

Water plant

- Working with SCDA company- trying to finalize
- Water Sampling
- 16" line, - complete – passed and Inservice – invoice discussion

Highway 210 water line

- Working with Township on plan review
 - Joint powers meeting discussed what's next.
 - Bonding bill PASSED!!!!!!!!!!
 - Working on rate with Carol
-
- Lift station Thomson – new panel ordered – install November
 - Disc Golf Signage – concrete pads
 - Working with MN Energy on bridge removal on Otter Creek
 - Cleaned sewer lines with Cloquet
 - Clean lift stations
 - Cleaning Basin #4
 - Power outages
 - Snow Plow equipment prep
 - Plow snow
 - Flower pots away, tennis nets, banners away
 - Well #4 repair

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Library Director Report

October 2020

- I had 2 Curbside Pick Up and 84 In Person Visits (computer use and item pick out/pick up)
- I trained in my new volunteers on shelving items alphabetically
- I added and covered items as they came in
- I set up and hosted a Zoom meeting for the Library Board meeting
- I renewed the library's Junior Library Guild subscription and received \$100 in free books with that renewal.
- I sorted donations
- I started prepping mail out donation request letters
- I had assistance moving two unused computers to the activity room and setting them up for public use
 - Only one would connect to the library Wi-Fi
- I replaced the cardboard quarantine bins with larger, plastic bins

- I closed the library for two days due to the flooring project
 - I removed the two computers from the activity room
 - I removed all of the books and games and activities from the activity room
 - I had assistance removing all of the shelving and desks from the activity room (Thank you Public Works Guys!)
 - I put tablecloths over some of the rows of book to keep additional dust off of them during flooring project
- I watched a webinar about book repair
- I ordered audiobooks
- I started ordering books for NOV/DEC
- I handed out Halloween goodies
- Daily: We are constantly moving items through the quarantine process

Cathie:

- 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 Fire Board Meeting – Wednesday, December 2, 2020 @ 5:00pm

11.02 Regular Council Meeting – Wednesday, December 9, 2020

11.03 Truth-in-Taxation Meeting – Wednesday, December 9, 2020

12.00 Adjournment

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to adjourn the meeting, the time being 7:03 pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Clerk-Treasurer