

Carlton City Council

Meeting Minutes

Wednesday, December 9, 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 Zoom), R. Jorgenson, R. Schmidt (via Zoom)

Council Absent:

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

Others Present: Paul Steinman, Bakertilly (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 Bodie and seconded by Councilor Schmidt to approve the Agenda with the addition of 9.05 Purchasing Policy. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

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, November 12, 2020; Special Meeting, November 12, 2020; Special Meeting, November 30, 2020.

4.02 Approval of Bills: Exhibit A dated December 9, 2020 in the amount of \$828,836.39. (\$29,040.76 electronic and \$799,795.63 by check).

4.03 Approval of Bills: Exhibit B presented at meeting. \$49,720.93 (\$20,250.86 electronic; \$19,470.07 by check)

4.04 Approval of Check Numbers: 33941-34022 (Void 34010,34011,34013).

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

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

5.00 Presentations & Guests

A **motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to suspend the Regular Council Meeting and open the Truth in Taxation Meeting, the time being 6:07pm. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

6.00 Public Hearings/Planning Commission Meeting

6.01 Truth in Taxation Hearing

Meeting was open to the Public and a Zoom link was on the City website. No public joined either in person or on Zoom. Clerk Conway read aloud the General Funds Budgets approved by City Council.

A **motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to close the Truth in Taxation Meeting and reopen the Regular Council Meeting, the time being 6:09pm. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

7.00 Petitions, Communications & Correspondence

7.01 Employee Benefit Balances

Council reviewed staff vacation time, comp time and sick time balances. No action taken; this was information only.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2020-38 Resolution Approving the 2020 Tax Levy Collectible in 2021

A **Motion** was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve Resolution 2020-38 Approving the 2020 Tax Levy Collectible in 2021. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

8.02 Resolution 2020-39 Resolution Designation Unused Funds

A **Motion** was made by Councilor Bodie and seconded by Councilor Jorgenson to approve Resolution 2020-39 Designating Unused Funds. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

8.03 Resolution 2020-40 Resolution Accepting Donations to the City

A **Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2020-40 Accepting a Donation from Atkinson Township to the Fire Department. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

8.04 Resolution 2020-42 Resolution Accepting Donations to the City

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve Resolution 2020-40 Accepting Donations to the Carlton Area Library. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

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. 13233-43 - \$3,505.00. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to pay MBI invoice #22-Final in the amount of \$20,780.92. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt approve purchase of 100' of 8" ductile iron pipe and 140' of 6" ductile iron pipe from Ulland Bros in the amount of \$3,477.87. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

9.02 Fire Hall Expansion

McGough Invoices 12687 & 12754 (Application #5)

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve payment of Invoice 12687 in the amount of \$32,336.00 and Invoice 12754 in the amount of \$166,504.00. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

Cost Change Proposal #18

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to approve Cost Change Proposal #18 in the amount of \$719.00. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

UNFINISHED BUSINESS

9.03 Chemstar Purchase Agreement

9.04 Bond Refunding

Paul Steinman explained the parameters for refunding the 2015A Series G.O. Bonds. This will be a crossover refunding, which means the City will continue to make payments on the 2015A Bonds until February 1, 2022, which is the redemption date for the 2015A Bonds. Starting February 2022 payments will be made to the Series 2021A Bonds. If in agreement of the parameters the Council was asked to approved Resolution 2020-42

Resolution 2020-42 Resolution of the City of Carlton, Minnesota, Regarding the Issuance of Taxable General Obligation Public Improvement Refunding Bonds, Series 2021A

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve Resolution 2020-42 Issuing Taxable General Obligation Public Improvement Refunding Bonds, Series 2021A. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

NEW BUSINESS

9.05 Copier Lease

A Motion was made by Councilor Bodie and seconded by Councilor Jorgenson to approve a 48-month Lease Term for two (2) Toshiba e-Studio2515AC Copiers. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

9.06 Liquor License Fees

Mayor Soderstrom has received calls from some of the local liquor license holders in City limits and they expressed the struggle this year (2020) has been. Discussion was held on how the City could help the local liquor establishments in this unprecedented year.

A Motion was made by Mayor Soderstrom and seconded by Councilor Bodie to return the liquor licenses fees that were paid in November 2020. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

9.07 End of Year Balance Transfers

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to complete the following transfers: \$40,000.00 from General to Public Works Capital; \$47,000.00 from Fire-to-Fire Capital; \$15,000.00 from Ambulance-to-Ambulance Capital. Due to the water fund running at a deficit the transfer will not be made from the Water Fund to the General Fund. This may be revisited when the water fund does not have a deficit budget. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

9.08 Schedule January 2021 Council Meeting

2021 Meetings will continue to be on the Second Wednesday of each month at 6:00pm.

9.09 Cats

A cat ordinance will not be put into place as it is almost impossible to enforce.

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

November Activities

- General Election
- HHS Grant Application (Ambulance)
- Liquor License Renewals
- Gather and send receipts to FEMA (2012 Flood/Thomson)
- Update COVID 19 Policy
- Water Treatment Plant invoice issues
- Move my office to a temporary location
- Bond Refunding Calls
- Develop Purchasing Policy
- Create Ambulance Wages Spreadsheet
- Water/Sewer and Ambulance Budgets
- 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
- ❖ Elections
- ❖ Process Incentive and Turnback Checks
- ❖ Set Up New Laptop
- ❖ Went thru all Ambulance Files
- ❖ Research and Ordered Hand Sanitizer Stations for Fire Hall
- ❖ Snow Removal Articles for Paper

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

Firehall expansion meetings –

- McGough finishing punch list items
- Staff moved back in
- Firehall looks really good!!!
- Moved out of Flats
- Organizing and putting stuff away
- Internet, TV, office setup
- Garage door replacement in December

- COVID -19 response and changes.
- Seeing increase in numbers of potential positive patients, call volume is been going up
- Remount of 601 – hope to be back by February
- ATV Repair – track repair – got tracks warrantied – still working out issues
- Recruitment – always looking could use some more fire members
- Working with Sheriff office for Line 3 construction. Planning for potential unrest
- EMT License refresher for staff

Below is call volume through November 30, 2020

Call by Type

Chimney Fires: 2	Vehicle Accident: 28	Transport: 17
Medical: 448	Vehicle Extrication: 3	Lift Assist: 21
False Alarm: 31	Vehicle Fires: 12	Other: 1
Hazardous Condition: 26	Vegetation Fires: 15	Service Call: 5
Rescue: 6	Working Structure Fire: 17	Total # of Runs: 632

Respectfully
Derek Wolf – Fire Chief

Water plant

- Water Sampling
- Chlorine room repair
- Heater repair
- Final invoicing

Highway 210 water line

- Plan review
- Township is getting things in place to go out for bid
- Lift station Thomson – complete
- Disc Golf Signage – concrete pads
- Working with MN Energy on bridge removal on Otter Creek
- Great Lakes Pipe clean and inspect basin #4 - complete
- Clean lift stations
- Plow snow
- Purchase dump truck.
- George built Carol a new desk – old one went to the FD
- New lights in shop
- Purchasing policy review
- Jonah servicing equipment, repair water tank on roller

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Library Director Report

November 2020

- I had 7 Curbside Pick Up and 111 In Person Visits (computer use and item pick out/pick up)
- I added and covered items as they came in
- I mailed out No Bake - Bake Sale donation letters (prepped by myself and the Library Board)
- I ordered books for November and December
- I planned out the new layout for the Activity Room during non-activity time due to COVID-19.
- I swapped the towers on two public computers and now have internet on all three public computers (the two in the Activity Room are on Wi-Fi)
- I updated Facebook information
- I swapped out the Rotating Large Print collection again
- I ordered an American Sign Language Flash drive with multiple learning videos on it
- I attended a City Council meeting
- I started recording donations from the No Bake – Bake Sale letter
- Daily: Items are constantly being moved through the quarantine process

Volunteers:

- One volunteer came (usually on a Thursday) and re-shelved two collections for me and has offered to help with light cleaning also

- One volunteer came and moved two public computers back into the Activity Room and set them back up after flooring was completed in there
- One volunteer came and sorted donations after they have come out of quarantine
 - They started alphabetizing them in the Activity Room on the shelves for the Book Sale by Donation that will always be in the Activity Room

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 Regular Council Meeting – Wednesday, January 13, 2021 @ 6:00pm

12.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to adjourn the meeting, the time being 6:58 pm. The motion passed unanimously.

Roll Call

B. Bodie	Aye	R. Jorgenson	Aye
R. Schmidt	Aye	H. MacDonald	Aye
M. Soderstrom	Aye		

Respectfully Submitted,

Carol Conway
Clerk-Treasurer