

# Carlton City Council

## Meeting Minutes

### Wednesday, January 13, 2021

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

Mayor Soderstrom called the meeting to order at 6:00pm

##### 1.01 Oath of Office

Mayor Soderstrom, Councilor Schmidt and Councilor MacDonald took the Oath of Office.

#### 2.00 Roll Call

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

*Council Absent:*

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

*Others Present:* Joe Kramer, Kathy Ross, Patrick Connolly

#### 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 Schmidt to approve the Agenda with the following additions: 8.10 Resolution 2021-10 and 9.08 ESC Quote. 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, December 9, 2020; Truth-in-Taxation Meeting, December 9, 2020; Special Meeting, December 9, 2020

**4.02** Approval of Bills: Exhibit A dated January 13, 2021 in the amount of \$340,721.97. (\$48,996.69 electronic and \$291,725.28 by check).

**4.03** Approval of Bills: Exhibit B presented at meeting. \$53,354.52 (\$12,092.67 electronic; \$41,261.85 by check)

**4.04** Approval of Check Numbers: 34023 - 34109 (Void/Reissue 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 Jorgenson and seconded by Councilor Schmidt 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

### 5.01 Respect MN: Kathy Ross, Patrick Connolly, Joe Kramer

A short PowerPoint Presentation was given on what Respect MN is and what the group is working on achieving. Council is being asked to consider adopting a resolution and/or taking a pledge to *honor and respect other people and their opinions*.

## 6.00 Public Hearings/Planning Commission Meeting

## 7.00 Petitions, Communications & Correspondence

### 7.01 FEMA

The City will be receiving \$37,183.46 in FEMA funds for DR4069, PW646 (2012 Flood/Waterline on Bridge). This will officially close PW646.

## 8.00 Ordinances; Resolutions and Policies

### 8.01 Resolution 2021-01 Annual Administrative Resolution

**A Motion** was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve Resolution 2021-01 Annual Administrative Resolution. The motion passed unanimously.

#### Roll Call

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

### 8.02 Resolution 2021-02 Fee Schedule Resolution/Fee schedule

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Resolution 2021-02 Adoption the 2021 Fee Schedule with a two (2) percent increase in sewer rates. The motion passed unanimously.

#### Roll Call

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

### 8.03 Resolution 2021-03 Resolution Authorizing Payment before Council Authorization

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve Resolution 2021-03 Authorizing Payment before Council Authorization. The motion passed unanimously.

#### Roll Call

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

### 8.04 Resolution 2021-04 Resolution Authorizing Wire/Automated Bank Payments

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2021-04 Authorizing Wire/Automated Bank Payment. The motion passed unanimously.

#### Roll Call

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

### 8.05 Resolution 2021-05 Resolution Appointing Members to the Carlton-Twin Lakes Joint Water Board.

**A Motion** was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve Resolution 2021-05 Appointing Members to the Carlton-Twin Lake Joint Water Board. The motion passed unanimously.

**Roll Call**

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

**8.06 Resolution 2021-06 Resolution on the Rising Cost of Water and Wastewater Issues.**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve Resolution 2021-06 Rising Cost of Water and Wastewater Issues. The motion passed unanimously.

**Roll Call**

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

**8.07 Resolution 2021-07 Resolution Accepting Grants to the City**

**A Motion** was made by Councilor Schmidt and seconded by Councilor MacDonald to approve Resolution 2021-06 Accepting a COVID-19 Health Care Grant in the amount of \$5,000.00 from the Minnesota Department of Health. The motion passed unanimously.

**Roll Call**

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

**8.08 Resolution 2021-08 Resolution Accepting Donations to the City**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Resolution 2021-08 Accepting Donations to the Carlton Area Public Library. The motion passed unanimously.

**Roll Call**

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

**8.09 Resolution 2021-09 Resolution Authorizing the Issuance, Sale and Delivery of \$1,895,000 Taxable General Obligation Public Improvement Refunding Bonds, Series 2021A**

**A Motion** was made by Councilor Schmidt and seconded by Councilor MacDonald to approve Resolution 2021-09 Authorizing the Issuance, Sale and Delivery of \$1,895,000 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		

**8.10 Resolution 2021-10 Resolution Accepting Grants to the City**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve Resolution 2021-10 Accepting a Grant in the amount of \$7,029.00 from the Minnesota Department of Public Safety, State Fire Marshal. 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 Jorgenson and seconded by Councilor Schmidt to pay Donohue Invoice No. 13233-44 in the amount of \$1,830.00. 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 12882 & 12892 (Pay Application #6)**

**A Motion** was made by Councilor Jorgenson and seconded by Councilor MacDonald to approve payment of Invoice 12882 in the amount of \$9,562.00 and Invoice 12892 in the amount of \$116,339.00. 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 Carlton/Wrenshall Cooperative Service Agreement**

Council directed Clerk Conway to send a response to the Wrenshall City Council on the changes they would like to make to the current Service Agreement.

**NEW BUSINESS**

**9.05 Bunker Gear Approval**

**A Motion** was made by Councilor Schmidt and seconded by Councilor MacDonald to approve the purchase of two (2) sets of bunker gear. The motion passed unanimously.

**Roll Call**

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

**9.06 Review Capital Improvement Plan and Capital Finance Plan**

Council directed staff to continue updating Capital Improvement Plan as needed and to keep the Council apprised of the updates. Capital Finance Plan update will be requested of Mike Bubany (David Drowns & Associates) after the Twin Lakes Township line has been completed.

### 9.07 Review of Debt

2015 Series Bond will be refunded with 2021 Series Bond – this will result in a Net Future Value Cashflow Savings of \$488,754.98 over the term of the bond.

### 9.08 EPC Engineering & Testing

A quote for environmental soil samples near 4 Seasons was requested due to the issues encountered when the waterline was installed in 2020. This is being completed so the correct type of pipe can be added to the plans for the waterline that will be installed for the metering station.

**A Motion** was made by Councilor Schmidt and seconded by Councilor Jorgenson to approve the quote in the amount of \$4,900.00 from EPC Engineering & Testing. The motion passed unanimously.

#### Roll Call

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

## 10.00 Staff and Committee Reports & Recommendations

### 10.01 Clerk Report

#### **December Activities**

- Worked on Bond Refunding
- MDH Grant Application
- Compiled TNT Information
- Office Cleanout
- Work Comp & Property and Casualty Renewals
- Enter Budgets into Banyon
- Go thru 2012 Flood FEMA Documentation
- Snowplowing ride along
- Start Gathering info for Medicare Reporting
- Published Budget
- Flooring Install Issues
- 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.
- ❖ Wastewater Article
- ❖ Sewer/FOG posts on Facebook
- ❖ Review Ambulance Reports

**Carol Conway**  
Clerk/Treasurer

### 10.02 Fire Chief Report

#### **Firehall expansion meetings –**

- McGough finished
  - Replacing back garage door
  - Need to modify sprinkler head to fit new garage doors
  - Organizing and putting stuff away
  - Need to complete generator hook up and - testing Friday 1-8-21
- COVID -19 response and changes.

- Remount of 601 – hope to be back by February
- Recruitment – always looking could use some more fire members
- Hoping to set up training schedule for 2021
- 20 plus members received COVID 19 vaccination
- Drive through COVID vaccination at Carlton County Transportation Building
- Working with Sheriff Office for Line 3 Construction. Planning for potential unrest
- Power load installed in 609. Works good.
- BINGO Cancelled

**Below is call volume through December 31, 2020**

Call by Type

Chimney Fires: 2	Vehicle Accident: 31	Transport: 19
Medical: 494	Vehicle Extrication: 5	Lift Assist: 24
False Alarm: 33	Vehicle Fires: 13	Other: 1
Hazardous Condition: 28	Vegetation Fires: 15	Service Call: 5
Rescue: 6	Working Structure Fire: 19	<b>Total # of Runs: 695</b>

Respectfully  
Derek Wolf – Fire Chief

### 10.03 Public Works Report

**Water plant**

- Water Sampling
- Chlorine room repair - ongoing
- Heater repair chlorine room, had to move thermostat
- Install baseboard heater in office

**Highway 210 water line**

- Plan review
  - Township is getting things in place to go out for bid
  - Engineering meeting and rate review
- Disc Golf Signage – concrete pads
  - Working with MN Energy on bridge removal on Otter Creek
  - Plow snow
  - New snow blower showed up, need some repairs on skid steer to make it work 100%. Hope to be done soon
  - New truck working well
    - Rear axle repair, brakes, bearings, seals
    - Hope to mount plow equipment soon
  - Jonah servicing equipment
  - Pop can trailer repair
  - Yearend reporting
  - Water trainings

Respectfully,  
Derek Wolf  
Public Works Superintendent

### 10.04 Library Director Report

**December 2020**

- I had 1 Curbside Pick Up and 141 In Person Visits (computer use and item pick out/pick up and reference calls)
- I added and covered items as they came in
- I tracked No Bake - Bake Sale donations as they came in: \$965 as of 12/31/2020
- I set up some winter village pieces that were donated to the library
- I attended a Weeding and Mobile Staff webinar
- I did research on and chose a Reading Program App and am waiting on FOL approval to purchase
- Library was closed a total of 4 additional days due to my not feeling well
- 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 sorted donations after they 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

- They also helped re-shelf additional books in library

Cathie:

- Had surgery the week of 9/14/2020 and should be back the week of January 4<sup>th</sup>.

**Bethany Leseman**  
**Library Director**

### **10.05 Council Member Report**

Councilmember Bodie: Does the City want the Carlton Area Hockey Association to return the funds sent to them for open skate? This item will be added to February agenda. He also questioned snow removal of sidewalks – why are some sidewalks cleared by City staff and not others.

### **10.06 Mayor Report**

## **11.00 UPCOMING MEETINGS AND EVENTS**

### **11.01 Regular Council Meeting – Wednesday, February 10, 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 7:39 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