

Carlton City Council

Meeting Minutes

Wednesday, September 8, 2021

1.00 Call to Order & Pledge of Allegiance

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

2.00 Roll Call

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

Council Absent:

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

Others Present:

Residents: Denise Coleman Lyng

3.00 Approve Agenda – (Agenda Additions/ Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the agenda as presented. The motion passed unanimously.

4.00 Consent Agenda

4.01 Approval of the Minutes: Regular Meeting, August 11, 2021, Budget Meeting, August 26, 2021.

4.02 Approval of Bills: Exhibit A dated September 8, 2021 in the amount of \$57,424.89 (\$16,161.84 electronic and \$41,263.05 by check).

4.03 Approval of Bills: Exhibit B presented at meeting, in the amount of \$19,669.73 (\$11,301.58 electronic; \$8,368.15 by check).

4.04 Approval of Check Numbers: 34516 – 34570 (Void 34509)

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.

5.00 Presentations and Guests

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Communication from Carlton County Transportation Department

7.02 Thank you from Carlton Community Education

7.03 Charitable Gambling Donation Request from North Country Ride

A Motion was made by Councilor Jorgenson and seconded by Councilor Schmidt to approve a donation of \$500.00 from the Charitable Gambling Fund to North Country Ride. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2021-29 A Resolution Accepting Donations to the City

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to pass Resolution 2021-29 accepting donations to the Carlton Area Library. The motion passed unanimously.

8.02 Resolution 2021-30 A Resolution Accepting Donations to the City

A Motion was made by Councilor Jorgenson and seconded by Councilor Bodie to pass Resolution 2021-30 accepting donations to Carlton Fire and Ambulance. The motion passed unanimously.

9.00 General Business

PROJECT UPDATES

9.01 Twin Lakes Township Waterline

- ❖ Pipe boring along Highway 210 nearly complete
- ❖ Currently working on swamp connections
- ❖ Working with BNSF Railroad on encroachment issues

UNFINISHED BUSINESS

9.02 Chemstar Purchase Agreement.

Contract for Deed has been sent to Chemstar. Chemstar is waiting on approval of DEED application before signing the Contract for Deed.

9.03 Water Treatment Plant Chlorine Room

9.04 Jail/Courthouse Relocation

If proposed annexation takes place the City of Carlton will need to zone the parcel. Waiting on Carlton County to send a request for the zoning.

NEW BUSINESS

9.05 Supplemental Liquor License Application

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the Supplemental Liquor License Application submitted by the Streetcar. The motion passed unanimously.

9.06 Christmas Holiday Schedule

A Motion was made by Councilor Jorgenson and seconded by Councilor MacDonald to take Thursday, December 23, 2021 as the Christmas Day Holiday. The motion passed unanimously.

9.07 Juneteenth as Holiday

A Motion was made by Councilor MacDonald and seconded by Councilor Jorgenson to approve Juneteenth as a Legal Holiday. The motion passed unanimously.

9.08 Loaning City Property

Public Works Superintendent and City Clerk/Treasure will determine if request for use of city property is appropriate.

9.09 2022 Budget

A proposed property tax levy increase of five (5) percent will be submitted to the County.

A Motion was made by Councilor Schmidt and seconded by Councilor Jorgenson to pay individuals who work occasionally (snow removal, etc.) \$16.00 per hour. The motion passed unanimously

9.10 Bridge Removal Quotes

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the bid submitted by D & B Trucking and Excavating for the removal of the Otter Creek Bridge. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

August Activities

- Update Four Season's Rental Agreement
- Work with Chemstar on Expansion/Land Sale
- National Night Out
- Update Debt, TIF and Assessment Spreadsheets
- Assessment Searches
- Updated Zoning in GIS
- Updated Trail Map
- Fire Board Agenda/Meeting
- Weeded Flower Beds
- FEMA Meeting
- Archery Ordinance
- Updated Cemetery Booklet and delivered to Funeral Homes
- Met with Vernon Insurance
- 317 and 325 North Avenue Lateral Line Inspection/Issues
- **Monthly Activities:** agenda's, dept. head report, meeting minutes, bank recon., AP batch review, etc.

Jodie

- ❖ **Monthly Activities:** water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Benchmark Reporting
- ❖ Filing
- ❖ Update Facebook and Website

Carol will be on vacation October 4 – 8, 2021

Carol Conway
Clerk/Treasurer

- 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.
- Prepping for Fair weekend
- Continuing applying for grants for hose and tablets
- Updating Carlton County Fire Mutual aid agreements - on going
- Looking at SCBAS - demo Sept 21st
- County Wide OB training set up by Carlton staff
- Steak fry
- Crews have spent some time at Greenwood Lake Fire
- Enbridge calls
- MBFTE awarded and additional \$2400 to Carlton for training reimbursement in 2021
- MBFTE \$3200 for 2022

Several calls in Jay Cooke Park

Below is call volume through August 31, 2021

Call by Type

Chimney Fires: 0	Vehicle Accident: 28	Transport: 17
Medical: 416	Vehicle Extrication: 3	Lift Assist: 22
False Alarm: 27	Vehicle Fires: 5	Other: 0
Hazardous Condition: 5	Vegetation Fires: 9	Service Call: 2
Rescue: 10	Working Structure Fire: 7	Total # of Runs: 551

Respectfully
Derek Wolf – Fire Chief

10.03 Public Works Report

Water plant

- Water Sampling
 - Looking for another aquifer
- *Chlorine Room – on going

Highway 210 water line

- Northland Construction started
- Tracer wire verification
- Hydrants and connections on going
- Lot of boring complete
- Construction meetings
- Locate sewer lines
- MBI started booster station

- Disc Golf Signage – concrete pads - Complete
- Sewer cleaning quotes – scheduled week of 9-27-21
- Working with MN Energy on bridge removal on Otter Creek – gas line is removed working on prices for bridge removal – in packet
- Working with County on Otter Creek beaver issues – on going – hired trapper
- Dig graves
- Clean up garbage
- Culvert repair on Stine
- Painting Bollards
- North Ave sewer services meeting
- Updating Emergency contacts
- Park benches installed
- Updating Gopher One Maps

Derek Wolf
Public Works Superintendent

10.04 Building Official Report

Adam Schminski
Building Official – B0760833

10.05 Library Director Report (on maternity leave)

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 FEMA Flood Map Information Open House, Thursday, September 23, 2021 @ 5:00-7:00pm.

12.02 City Council Meeting – Wednesday, October 13, 2021 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 6:31 pm. The motion passed unanimously.

Respectfully Submitted,

Carol Conway
Clerk-Treasurer