

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, December 8, 2021**

**1.00 Call to Order & Pledge of Allegiance**

Mayor Soderstrom the meeting to order at 6:00pm

**2.00 Roll Call**

*Council Present:* Mayor, M. Soderstrom, Councilors: B. Bodie, R. Schmidt, D. Coleman Lyng

*Council Absent:* Councilor, H. MacDonald

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

*Others Present:* Paul Vernon, Cindy Kopic

Residents:

**3.00 Approve Agenda – (Agenda Additions/ Deletions)**

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

**4.00 Consent Agenda**

4.01 Approval of the Minutes: Regular Meeting, November 10, 2021; Special Meeting, November 10, 2021; Special Meeting, December 1, 2021.

4.02 Approval of Bills: Exhibit A dated December 8, 2021 in the amount of \$70,688.91. (\$25,877.43 electronic and \$44,811.48 by check).

4.03 Approval of Bills: Exhibit B presented at meeting, in the amount of \$20,682.13 (\$14,647.98 electronic; \$6,034.15 by check).

4.04 Approval of Check Numbers: 34682-34751

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

**5.00 Presentations and Guests**

**6.00 Petitions, Communications & Correspondence**

**6.01 Woodlands National Bank – Certificate of Deposit**

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to automatically renew the Certificate of Deposit for another six (6) month term. The motion passed unanimously.

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to close the Regular Council Meeting and open the Truth in Taxation Hearing, the time being 6:17pm. The motion passed unanimously.

## **7.00 Public Hearings/Planning Commission Meeting**

### **7.01 Truth in Taxation Hearing**

No one attended the Truth in Taxation Hearing. Clerk Conway read all budget information aloud (see attached).

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to close the Truth in Taxation Hearing and reopen the Regular Council Meeting, the time being 6:21 pm. The motion passed unanimously.

## **8.00 Ordinances; Resolutions and Policies**

### **8.01 Resolution 2021-35 Resolution to Accept the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act.**

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to accept additional funds under the American Rescue Plan Act. The motion passed unanimously.

### **8.02 Resolution 2021-36 Resolution Appointment to HRA Board of Directors**

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to appoint Terry Thompson the Carlton HRA Board of Directors. The motion passed unanimously.

### **8.03 Resolution 2021-37 Resolution Accepting Donations to the City**

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to accept donations made to the Carlton Area Library. The motion passed unanimously.

## **9.00 General Business**

### **PROJECT UPDATES**

#### **9.01 Twin Lakes Township Waterline**

- Lines are being pressure tested and sanitized.
- There should be four (4) private hook-ups by December 18, 2021. Construction will be ending for the year after hook-ups are completed.
- Meter is in at the metering station; building is useable but not 100% complete.

### **UNFINISHED BUSINESS**

#### **9.02 Chemstar Purchase Agreement.**

Signed Contract for Deed and 1<sup>st</sup> payment has been received. Contract for Deed has been taken to the County Recorders Office for recording. Street vacation process will start after final payment is received.

#### **9.03 Water Treatment Plant Chlorine Room**

#### **9.04 Budget**

Clerk Conway updated the Council on computer virus protections that will take place in 2022, these updates were unknown at the time the budget was finalized. The computer maintenance line item will be over spent in 2022. There should be enough cushion in the budget to not over spend the individual funds.

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to approve the 2022 Budget that was presented at the Truth in Taxation Hearing. The motion passed unanimously.

### **NEW BUSINESS**

#### **9.07 Vernon Insurance Agency**

Paul Vernon and Cindy Kopic presented an insurance quote to the Council. The quote includes Property and Casualty Coverage and Work Comp Coverage. The company quoted is Travelers and is a Commercial Policy that would cover all city property.



9.08 Leave Donation Approval

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve donation of sick time. The motion passed unanimously.

9.09 Carlton Amateur Hockey Association

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng approve a Charitable Gambling Donation of \$4,200 to the Carlton Amateur Hockey Association. The motion passed unanimously.

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

November Activities

- Letter of Understanding with Carlton County
- Cemetery Lot Sales
- Updated Personnel Policy
- Water/Sewer Contract with Twin Lakes Township
- Reviewed Insurance Renewal
- Assessment Searches
- Review Land Use Ordinance
- Processed Liquor License Renewals
- Cemetery Locates – Placed Cremains
- Worked on Annexation with MN Municipal Boundary Adjustment Team
- ARPA Resolution
- 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.
- ❖ Updated Water/Sewer Tips on Facebook
- ❖ Processed Incentive and Turnback Checks

Carol Conway  
Clerk/Treasurer

10.02 Fire Chief Report

- 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.
- Need to replace SCBA compressor
- Starting a couple more cadets
- Arrowhead EMS conference sign up
- Multiple structure fire with Esko and Wrenshall
- Sent gear to specialized cleaner due to petroleum products
- Training with Jail staff
- EMT - refresher
- Going to Elite Rescue for all reporting
- Setting training for 2022
- Hired more staff for ambulance

Below is call volume through October 31, 2021

Call by Type

Chimney Fires: 0	Vehicle Accident: 41	Transport: 21
Medical: 587	Vehicle Extrication: 2	Lift Assist: 23
False Alarm: 37	Vehicle Fires: 6	Other: 1
Hazardous Condition: 10	Vegetation Fires: 11	Service Call: 6
Rescue: 16	Working Structure Fire: 912	Total # of Runs: 701

Respectfully

### 10.03 Public Works Report

#### Water plant

- Water Sampling
- Chloring room

\*Met with Susan, coming up with a plan

#### Highway 210 water line

- Northland Construction ongoing – hope to wrap up by Christmas
- Tied to city water
- Flushing water in new lines
- Pressure testing started.
- Weekly Construction meetings
- MBI started booster station
- MBI meter station – hope to complete by the end of December

- Otter Creek bridge removal on going
- Dig graves
- Located for city and Township
- Soil and water conservation district meeting and grants
- Sand streets
- Woodland pine storm water plane review
- Lateral line replacement inspections

Derek Wolf  
Public Works Superintendent

### 10.04 Building Official Report

November 2021

-There were 4 new Building Permit applications in November 2021

- Streetcar Cooler
- 217 Ashland Ave Furnace Replacement
- 506 Webbeking Gas Line to Garage
- 950 Chestnut Bathroom Renovations

-Completed Several Inspections on projects at Chemstar, 506 Lindberg, 701 1<sup>st</sup> St.

-The project at Chemstar is currently in the process of prepping and pouring the foundation, there were issues and concerns with the location of the new warehouse which needed plan changes and resubmitted plans and soil corrections.

-there was a roofing project at 701 1<sup>st</sup> St that was completed with permits by a licensed contractor. The contractor has obtained a permit and is in the process of making corrections as noted and discussed during a site inspection.

Adam Schminski  
Building Official – B0760833

### 10.05 Library Director Report

October 2021

November 2021

- I added and covered items as they came in
- Sorted donated items
- Handed out Summer Reading Program prizes
- Attended a Friends of the Library meeting
- Attended a Library Board meeting
- Took down the library “flag” that was in lawn for repair and winter storage
- Sent and requested rotating DVDs
- Daily chores
- Donated a box of books to the jail
- Rearranged some of the items for sale by donation are located in the activity room
- Deleted weeded items
- Worked on FOL basket auction set up
- I did virus scans on all computers

Cathie:

- Has been going through donated items and adding to system according to policy
- Daily chores

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 City Council Meeting – Wednesday, January 12, 2022 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to adjourn the meeting, the time being 6:45 pm. The motion passed unanimously.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Carol Conway".

Carol Conway  
Clerk-Treasurer

## **2022 Tax Levy**

General Fund	\$266,466.00
Four Season	\$5,000.00
Fire Fund	\$55,668.00
Fire Relief Fund	\$2,500.00
Library Fund	\$20,929.00
2015 G.O. Bond	\$83,556.00
Cemetery Fund	\$23,454.00
<b>Levy Total for 2022</b>	<b>\$457,573.00</b>

## **2022 General Funds Budget**

<b>Fund</b>	<b>Disbursements</b>	<b>Revenue other than Levy</b>
General Fund	\$604,430.00	\$337,964.00
Four Seasons	\$5,000.00	
Fire Fund	\$168,747.00	\$113,079.00
Fire Relief Fund	\$26,500.00	\$24,000.00
Library Fund	\$27,929.00	\$7,000.00
Project Debt	\$135,400.00	\$51,843.00
Cemetery	\$35,444.00	\$11,990.00
<b>Budget Totals</b>	<b>\$1,003,450.00</b>	<b>\$545,876.00</b>

## **2022 Enterprise Funds Budget (Non-Tax Levied Funds)**

<b>Fund</b>	<b>Disbursements</b>	<b>Revenue</b>
Ambulance	\$477,365.00	\$499,059.00
Water	\$367,923.00	\$334,740.00
Sewer	\$204,421.00	\$220,800.00