

Carlton City Council

Meeting Minutes

Wednesday, January 12, 2022

1.0 Call to Order & Pledge of Allegiance

2.00 Roll Call

Council Present: Mayor M. Soderstrom, Councilors: B. Bodie, H. MacDonald, D. Coleman Lyng

Council Absent: R. Schmidt

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

Others Present: Ruth Jorgenson, David Marshall, Rick Rice, David Rice

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 Bodie and seconded by Councilor Coleman Lyng to approve the agenda with the following additions: **5.02 David Marshall, Marshall Construction Services, 5.03 County State Aid Highway 1 Project, 8.09 Resolution 2022-09 Final Tax Levy.** The motion passed unanimously.

Roll Call

B. Bodie	Aye	D. Coleman Lyng	Aye
R. Schmidt	Absent	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 8, 2021; Truth-in-Taxation Meeting, December 8, 2021

4.02 Approval of Bills: Exhibit A dated January 12, 2022 in the amount of \$121,875.90. (\$49,259.45 electronic and \$72,616.45 by check).

4.03 Approval of Bills: Exhibit B presented at meeting. \$36,225.49 (\$12,549.11 electronic; \$23,676.38 by check)

4.04 Approval of Check Numbers: 34752-34831

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

Roll Call

B. Bodie	Aye	D. Coleman Lyng	Aye
R. Schmidt	Absent	H. MacDonald	Aye
M. Soderstrom	Aye		

5.00 Presentations & Guests

5.01 Ruth Jorgenson – Electric Car Charging Station

Ms. Jorgenson presented the idea of the city installing an electric car charging station. This could get people to stop in town, visit the city businesses and make use of the Munger Trail.

Council directed Clerk Conway to search for grant opportunities and to also contact the Carlton County Commissioners to inquire about working together on a project to install some charging stations.

5.02 David Marshall – Marshall Construction Services

Mr. Marshall has purchased land on Sunrise Drive and would like to build approximately eight (8) townhomes that would be owner occupied. He would like to purchase property from St. Francis Church so the development can have a through street. The church would like to hear from the city that housing is needed.

Council directed Clerk Conway to send a letter of support for this project to St. Francis Church.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Thank you from VFW Auxiliary

Auxiliary thanked the Council for the Charitable Gambling Donation for Christmas Baskets.

7.02 Order Approving Annexation

Annexation of 28.03 acres of Twin Lakes Township land has been approved by the State of Minnesota Office of Administrative Hearings.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2022-01 Annual Administrative Resolution

A Motion was made by Councilor Bodie and seconded by Mayor Soderstrom to approve Resolution 2022-01 Annual Administrative Resolution with Heather MacDonald as the Acting Mayor and additional Bank Signatory. The motion passed unanimously.

Roll Call

B. Bodie	Aye	D. Coleman Lyng	Aye
R. Schmidt	Absent	H. MacDonald	Aye
M. Soderstrom	Aye		

8.02 Resolution 2022-02 Fee Schedule Resolution/Fee schedule

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2022-02 Adoption the 2022 Fee Schedules with a change to the Public Works Hourly Wage Rate from \$35.00 per hour to \$40.00 per hour. The motion passed unanimously.

Roll Call

B. Bodie	Aye	D. Coleman Lyng	Aye
R. Schmidt	Absent	H. MacDonald	Aye
M. Soderstrom	Aye		

8.03 Resolution 2022-03 Resolution Authorizing Payment before Council Authorization

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2022-03 Authorizing Payment before Council Authorization. The motion passed unanimously.

Roll Call

B. Bodie	Aye	D. Coleman Lyng	Aye
R. Schmidt	Absent	H. MacDonald	Aye
M. Soderstrom	Aye		

8.04 Resolution 2022-04 Resolution Authorizing Wire/Automated Bank Payments

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve Resolution 2022-04 Authorizing Wire/Automated Bank Payment. The motion passed unanimously.

Roll Call

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

8.05 Resolution 2022-05 Carlton Concurring Resolution

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve Resolution 2022-05 approving the reconstruction of County State Aid Highway 1 by Carlton County. The motion passed unanimously.

Roll Call

B. Bodie	Aye	D. Coleman Lyng	Aye
R. Schmidt	Absent	H. MacDonald	Aye
M. Soderstrom	Aye		

8.06 Resolution 2022-06 Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2022-06 accepting a donation to the Carlton Area Public Library. The motion passed unanimously.

Aye:4 Nay:0 Absent: 1

8.07 Resolution 2022-07 Re-Appointment to the HRA Board of Directors

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve Resolution 2022-07 reappointing Sheila Hopp to the Carlton HRA Board of Directors. The motion passed unanimously.

Aye:4 Nay:0 Absent: 1

8.08 Resolution 2022-08 Resolution Accepting Donations to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2022-08 accepting a donation to Carlton Fire and Ambulance. The motion passed unanimously.

Aye:4 Nay:0 Absent: 1

8.09 Resolution 2022-09 Resolution Approving the 2021 Tax Levy, Collectible in 2022

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve Resolution 2022-09 approving the 2021 tax levy, collectible on 2022. The motion passed unanimously.

Roll Call

B. Bodie	Aye	D. Coleman Lyng	Aye
R. Schmidt	Absent	H. MacDonald	Aye
M. Soderstrom	Aye		

**9.00 General Business
PROJECT UPDATES**

9.01 Joint Powers Board (JPB)

Metering station is operational, there is still work being completed on the chemical feed lines and the SCADA System. Four (4) users were able to get hooked up before the contractors quit for the year.

9.02 Water Treatment Plant Chloring Room

No issues in the past few months. This can be removed from the agenda.

NEW BUSINESS

9.03 2021 4th Quarter Ambulance Write-Offs

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the 2021 4th quarter write-offs in the amount of \$138,708.74. The motion passed unanimously.

9.04 Quote of iPad Purchase – Fire/Ambulance

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to purchase 6 iPads for the Fire and Ambulance Department. The motion passed unanimously.

9.05 Remaining PFA Dollars

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to move ahead with the Walnut Avenue Project. The motion passed unanimously.

9.06 Spirit Pole

Mayor Soderstrom updated the Council on the status of the Spirit Pole located on school property.

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

December Activities

- ARPA Resolution
- Annexation info to MBUA
- Updated HikeIn/BikeIn Map
- Recorded Burials and Cemetery Plot Sales
- Work Comp & Property and Casualty Renewals
- Research IT Support Companies
- Updated Payroll Change Forms
- Cemetery Locate (brrrr)
- Shoreland Ordinance Research
- Published Budget
- Finalize Contract for Deed with Chemstar
- 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.
- ❖ Get all bills paid at year end.
- ❖ Review Ambulance Reports

Carol Conway
Clerk/Treasurer
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
- Arrowhead EMS conference January
- Cancelled BINGO
- Going to Elite Rescue for all reporting, moving away from paper reporting
- Grants for tablets in rigs
- Updating mapping for hydrant location
- Change in Kwik trip fuel cards

Record Call volume for 2021

Below is call volume through December 31, 2021

Call by Type

False Alarm: 40	Transport: 25	Working Structure Fire: 13
Hazardous Condition: 11	Vegetation Fires: 11	Chimney Fires: 0
Lift Assist: 24	Vehicle Accident: 46	Service Calls: 6
Medical: 648	Vehicle Extrication: 2	Other: 1
Rescue: 18	Vehicle Fire: 6	Total # of Runs: 853

Respectfully
Derek Wolf – Fire Chief

10.03 Public Works Report

Water plant

- Water Sampling – level looking really good
- Chlorine room
- Met with Susan, - looking to replace walnut ave. between 2nd street and water tower

Highway 210 water line

- On hold till spring
- Working on blacktop replacement pricing on north ave
- Working on meter station
- Dig graves – winter burial
- Locates for city and Township
- Soil and water conservation district meeting and grants. Should have a good chance for receiving
- Plow snow & Move snow
- FOG inspections
- Lateral line replacement inspections
- Order snow pusher shoes
- I&I report need to do
- DNR annual report need to do

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Building Official Report

December 2021

- There were 4 new Building Permit applications in December 2021

- 950 Chestnut Avenue Bathroom Remodel
- 308 Chestnut Avenue New Bathroom for Dave Bakke
- New Roof structure/ insulation @ 435 3rd St.
- Bathroom Remodel @ 314 South Avenue

Completed 1 Permit / Closed 1 Project

- New Roof Structure @ 435 3rd St.

-December was a busy month that saw the foundation work at the Chemstar Project ongoing, the new roof project at 435 3rd St. and numerous bathroom remodels.

-Several potential projects upcoming this spring are requiring direction/ ongoing consultation - Woodland Pines Roof and Civil Work, New Home on Dalles Avenue

-In 2021 there were a total of 34 permits that had a valuation of \$1,080,459.02 of permitted work. This was an increase of nearly \$100,000 of valuation compared to 2020's valuation of \$987,280.60

10.05 Library Director Report

December 2021

- I added and covered items as they came in
- Attended a COMPASS meeting via Zoom
- Sorted donated items
- Sent and requested rotating DVDs
- Daily chores
- Christmas decorating with volunteer
- Winter Reading Program posters with Beanstack info
- Updated Beanstack with 2022 Winter Reading Program
- Created weeding lists for the following collections: Large Print, Non- Fiction, Juvenile Non-Fiction
- Deleted weeded items
- I did virus scans on all computers

Cathie:

- Has been going through donated items and adding to system according to policy
- Prepared weeded items for sale by donation
- Daily chores
- Watched a recorded webinar in preparation for inventory

Bethany Leseman
Library Director

10.06 Council Member Report

10.07 Mayor Report

11.00 RECAP ACTION ITEMS

12.00 UPCOMING MEETINGS AND EVENTS

Annual Audit – Week of January 31, 2022

City Council Meeting – Wednesday, February 9, 2022 @ 6:00pm

12.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to adjourn the meeting, the time being 7:02 pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer