

Carlton City Council

Meeting Minutes

Wednesday, February 9, 2022

1.00 Call to Order & Pledge of Allegiance

2.00 Roll Call

Council Present: Mayor M. Soderstrom, Councilors: R. Schmidt, H. MacDonald, D. Coleman Lyng

Council Absent: B. Bodie

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

Others Present: Bill Lindberg, Joyce Houtz, Neil Vermooch, Allan Axtell, Josh Cleveland, Naomi Cleveland

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: **8.03 Resolution 2022-12, 9.08 Budget Change, 9.09 Negative Sick Balance.** The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

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, January 12, 2022

4.02 Approval of Bills: Exhibit A dated February 9, 2022 in the amount of \$105,076.68 (\$65,651.31 electronic and \$39,425.37 by check).

4.03 Approval of Bills: Exhibit B presented at meeting in the amount of \$39,183.45 (\$31,336.34 electronic; \$7,847.11 by check)

4.04 Approval of Check Numbers: 34832-34880, Void: 34867 & 34868

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 MacDonald and seconded by Councilor Coleman Lyng to approve the Consent Agenda as presented. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations & Guests

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to close the Regular Council Meeting and open the Planning Commission Meeting, the time being 6:02pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

6.00 Public Hearings/Planning Commission Meeting

6.01 Planning Commission Meeting (see separate meeting minutes)

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to close the Planning Commission Meeting and re-open the Regular Council Meeting, the time being 6:18pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

7.00 Petitions, Communications & Correspondence

7.01 Donation Request – Carlton Community Education for Community News

A Motion was made by Mayor Soderstrom and seconded Councilor MacDonald to approve a \$1,000.00 Charitable Gambling donation to Carlton Community Education for the Community News. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

7.02 Donation Request – Carlton Middle/High School for Youth in Government

A Motion was made by Mayor Soderstrom and seconded Councilor Coleman Lyng to approve a \$600.00 Charitable Gambling donation to Carlton Schools for the Youth in Government Delegation. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 1 Abstain: 1

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2022-10 A Resolution Accepting Donations to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve Resolution 2022-10 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2022-11 A Resolution Supporting Housing and Local Decision-Making Authority

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve Resolution 2022-11 supporting planning and zoning decision being made by local authority. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.03 Resolution 2022-12 A Resolution Adopting Findings of Fact and Reasons for Approval for Variance Application of David Marshall, Marshall Construction.

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve Resolution 2022-12 approving the Variance Request. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 General Business

PROJECT UPDATES

9.01 Twin Lakes Township Waterline

- Construction meeting February 10, 2022 to discuss meter station and booster station.
- Spring startup will depend on weather.

NEW BUSINESS

9.02 Neil Vermooch – City Light Pole

Mr. Vermooch addressed the Council with his concerns on the price to fix the light pole that was damaged. He also believes the reason it fell over so easily is because it was not anchored properly.

Council directed Public Works Superintendent Wolf to obtain another quote for the electrical work that will be required to replace the pole.

A Motion was made by Mayor Soderstrom and seconded by Councilor Schmidt to order the parts for the light pole as there is an eight (8) to ten (10) week lead time. The motion passed unanimously.

Aye:4 Nay: 0 Absent: 1

9.03 Temperature Sensors at Water Treatment Plant

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve the proposal by In-control to install temperature monitoring equipment at the water treatment plant. The motion passed unanimously.

Aye:4 Nay: 0 Absent: 1

9.04 Ambulance Study

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to approve the Carlton and Cromwell Area Ambulance Optimization Proposal submitted by OakPoint, Inc. Approval is given for modification of the proposal if Cromwell Ambulance Service decides to pass on the study. The motion passed unanimously.

Aye:4 Nay: 0 Absent: 1

9.05 Inflow & Infiltration (I&I) Summary

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the Annual Western Lake Superior Sanitary District I&I Report. The motion passed unanimously.

Aye:4 Nay: 0 Absent: 1

9.06 Return of Building Permit Fee – 91 Dalles Avenue

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve refunding \$687.25, the garage will not be built. The motion passed unanimously.

Aye:4 Nay: 0 Absent: 1

9.07 Transfer \$5,000.00 to Fund 311

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the transfer of \$5,000.00 to Fund 311 with 60% from the Ambulance Fund and 40% from the Fire Fund. The motion passed unanimously.

Aye:4 Nay: 0 Absent: 1

9.08 Budget Change

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to approve a budget change by adding \$2,120.62 to line item 600-49401-610. The motion passed unanimously.

Aye:4 Nay: 0 Absent: 1

9.09 Negative Sick Balance

A Motion was made by Mayor Soderstrom and seconded by Councilor Schmidt to allow an employee to carry a negative sick balance due to COVID. The motion passed unanimously.

Aye:4

Nay: 0

Absent: 1

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

January Activities

- Work on Shoreland Ordinance
- Prepared W-2's & 1099's
- Reviewed Ambulance Settlement Proposal
- Property Split Information
- End of Year Water/Sewer Adjustments
- Interest Allocation
- Census Building Report (monthly & annual)
- All State and Federal Reporting (W-2's & 1099's)
- Letter to St. Francis Church
- Prepare for annual audit
- Annual Revenue Recapture Training
- Meet with WLSSD (I&I and Lift Station Replacement)
- OSHA 300 Logs
- 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.
- ❖ Compiled education/outreach data for Derek.
- ❖ Annual Revenue Recapture Training
- ❖ Library Petty Cash
- ❖ Audit Prep

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. On-going transition into new program
- Grants for tablets in rigs – on-going
- Lot of calls

Below is call volume through January 31, 2022

Call by Type

False Alarm: 5

Hazardous Condition: 1

Lift Assist: 0

Medical: 64

Rescue: 0

Transport: 1

Vegetation Fires: 0

Vehicle Accident: 4

Vehicle Extrication: 0

Vehicle Fire: 3

Working Structure Fire: 3

Chimney Fires: 0

Service Calls: 0

Other: 0

Total # of Runs: 81

Respectfully
Derek Wolf – Fire Chief

10.03 Public Works Report

Water plant

- Water Sampling – level looking really good
- 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

- Locates for city and Township
- Plow snow
- WLSSD Meeting
- Met with David Marshall
- Lateral line replacement inspections
- I&I report
- DNR annual report
- Teir II reports
- Truck repairs, cutting edges, fixing fenders ETC
- Cleaning office and shop

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Building Official Report

January 2022

- There were 0 new Building Permit applications in January 2021
- Completed 6 Inspections and Closed 0 Projects/ permits.
 - Bathroom Remodel @ 314 South Rd. - Plumbing Rough In Inspections x2
 - Commercial Bathroom Addition @ 210 308 Chestnut Ave. - Framing and Plumbing Rough In Inspections.
 - Reroof progress inspection @ 107 Grand St.
 - Site Visit / progress inspection at New Meter Station Grand St.

- Consult with Homeowner regarding a garage/ shop addition to detached garage in the spring, discussed permitting and plan expectations.

Adam Schminski
Building Official - B0760833

10.05 Library Director Report

January 2022

- I added and covered items as they came in
- Library Board meeting
- I rearranged DVDs to accommodate our growing collection
- Friends of the Library meeting
- I cleaned the HP printer
- JLG check from Friends of the Library and invoice for city payment
- I moved a rug from library to activity room under a computer
- Sorted donated items
- Daily chores
- B & T orders through August
- Deleted weeded items
- I picked up a computer from ALS to replace one of our patron computers
- Two new patron cards
- Printed Love Your Library letters and mailing labels

Cathie:

- Has been going through donated items and adding to system according to policy
- Prepared weeded items for sale by donation
- Daily chores
- Worked on putting labels on envelopes for Love Your Library mailer

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 Presidents Day – Monday, February 21, 2022 – City Office Closed

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

12.03 Board of Appeal & Equalization Open Book Meeting

April 28, 2022, 9:00am – 3:00pm at the Carlton County Assessor's Office

13.00 Adjournment

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to adjourn the meeting, the time being 7:08 pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway
Clerk-Treasurer