

Carlton City Council

Meeting Minutes

Wednesday, May 11, 2022

1.00 Call to Order & Pledge of Allegiance

Meeting was called to order at 6:00pm by Mayor M. Soderstrom

2.00 Roll Call

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

Council Absent:

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

Others Present: Brett Reinsch, Allan Axtell

3.00 Approve Agenda – (Agenda Additions/ Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the agenda with the following additions: 9.13 LG220 Carlton VFW, 9.14 Professional Services Agreement. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

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, April 13, 2022

4.02 Approval of Bills: Exhibit A dated May 11, 2022 in the amount of \$116,741.26 (\$45,993.68 electronic and \$70,747.58 by check).

4.03 Approval of Bills: Exhibit B presented at meeting in the amount of \$43,734.28 (\$966.00 electronic; \$42,768.28 by check).

4.04 Approval of Check Numbers: 34995 – 35052 (Void 35053)

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.

Aye: 5 Nay: 0 Absent: 0

5.00 Presentations & Guests

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications & Correspondence

7.01 Donation Request – Carlton Community Education/Stem Camps

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to give a charitable gambling donation of \$600.00 to Carlton Community Education. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.02 Donation Request – North Country Ride

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to give a charitable gambling donation of \$600.00 to North Country Ride. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.03 Resident Communication – Water Leak

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to adjust the sewer charges as per past practice. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2022-20 Resolution to Approve Agreement for Utility Easement, in lieu of Cash Payment.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2022-20. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2022-21 City Resolution on LGA Formula Update and \$90M Appropriation Increase

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to approve Resolution 2022-21. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution 2022-22 City Resolution Authorizing Use of a New Voting System in Carlton County Municipalities

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve Resolution 2022-22. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.04 Resolution 2022-23 Resolution Supporting “No Mow May”

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Schmidt to approve Resolution 2022-23. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.05 Resolution 2022-24 Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2022-24. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.06 Attendance Policy

Motion was made by Councilor Bodie and seconded by Councilor Schmidt to table the Attendance Policy. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Project Updates

9.01 Twin Lakes Township Water Line

Unfinished Business

9.02 Insurance Deductible

9.03 City Light Pole

Council will not pay any portion of the light pole repairs.

9.04 Carlton Housing Authority

Discussion was held on allowing the Housing Authority to use Special Taxing and/or to authorize a reduction in their Payment in Lieu of Taxes (PILOT). A recommendation was made to reduce the PILOT to five (5) percent.

9.05 Four Seasons

Waiting on legislative action to see if Mighty Ducks grant will be funded before a decision is made on funding replacement of the ice plant.

9.06 Library Drop Box

Library Director Bethany Leseman would like to order a new Library Book Drop Box. The current one leaks water and is damaging books. The Love Your Library Donations for 2022 will cover the cost, the Friends of the Library Group may also contribute to the box.

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Schmidt to approve purchase of a Library Book Drop. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.07 Voluntary Waiver of Liability and Release

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the Voluntary Waiver of Liability and Release form. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.08 Approve Carlton Amateur Hockey Association Board Members and the 2023 Budget

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve the 2023 Board Members and Budget. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.09 Public Utility Easement

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Public Utility Easement for parcel 15-180-0318. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.10 Shoreland Management

A Joint Powers Agreement with Carlton County to Administer shoreland within City limits was reviewed. A Public Hearing to adopt Carlton County Zoning Ordinance #27 for administration of those shorelands is scheduled for Wednesday, June 8, 2022 @ 6:01pm

9.11 Carlton County Firefighters Mutual Aid Association

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Carlton County Firefighters Mutual Aid Agreement. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.12 Hydrant Purchase

Public Works Superintendent Wolf purchased a fire hydrant on April 12, 2022. This purchase was made before approval because of supply chain issues and the vendor had a hydrant in stock. Mayor was consulted before purchase was made.

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the after the fact purchase of a fire hydrant. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.13 LG220/Carlton VFW

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the LG220 submitted by the Carlton VFW. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.14 Professional Services Agreement

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Professional Services Agreement with OakPoint, Inc. for an Emergency Medical Services (EMS) Study. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

April Activities

- Resolved Revenue Recapture Dispute
- Sent out FEMA Flood Info to Residents
- 1st Quarter WLSSD Capacity Availability Fee (CAF) Report
- Met with Heather Cunningham, WLSSD Reps and Engineers about Lift Station Replacement
- Census Survey
- Reviewed Donohue Water Treatment Plant (WTP) contract and had communications with Bill Helwig about contract
- Salary Survey
- Requested and Received info on BNSF Bridge Replacement
- Look for Scissor Lift Grants
- Spring Burials at Cemetery
- Safety Meeting
- Panetti Easement Agreement

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Updated Public Alert System
- ❖ Created Election Signs
- ❖ Installed Anti-Virus on Laptop and 1 Desktop

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

- ✓ Firehall - Need to replace existing roof – Getting price to present to fireboard and council in June.
- ✓ Need to replace SCBA compressor - Getting price to present to fireboard and council in June.
- ✓ Possible concrete repair of apparatus bay
- ✓ Going to Elite Rescue for all reporting, moving away from paper reporting. On-going transition into new program hopefully July 1st.
- ✓ Grants for tablets in rigs – on-going hope to go live soon.
- ✓ Mutual aid agreement updated with chiefs association
- ✓ Ambulance Study – on going
- ✓ Organizing cabinet
- ✓ Transportation night
- ✓ Kids care at south terrace. Show kids the trucks
- ✓ Table top exercise
- ✓ Discussion at chiefs meeting about radio and replacement.

Below is call volume through April 30, 2022

Call by Type

False Alarm: 14	Transport: 8	Working Structure Fire: 5
Hazardous Condition: 5	Vegetation Fires: 0	Chimney Fires: 1
Lift Assist: 7	Vehicle Accident: 17	Service Calls: 2
Medical: 212	Vehicle Extrication: 0	Other: 1
Rescue: 0	Vehicle Fire: 4	Total # of Runs: 276

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-not use if feasible yet-waiting for pricing from contractor
- Temp sensor being installed
- Need to service generators
- Scada computer crashed, had In-Control work on repairing computer and getting us pricing for a backup

Highway 210 water line

- Work on rock boring, hole is under Otter Creek but need to ream to larger diameter
- Working on blacktop replacement pricing on North Ave.
- Working on meter station – almost complete
- Construction meeting

City

- Pop cans for 4 Seasons
- Mounted Park Benches
- Handicap Swing Installed
- Pick up garbage
- Working on weather siren
- On-going street light issue
- Removing wing
- Hauled scrap
- Transportation Night
- Sewer line review
- MNWARN updated to equipment

Twin Lakes

- Lift station monitoring
- Meetings, flow testing and lift station

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Building Official

April 2022

- ❖ There were 0 new Building Permit applications in April 2022
- ❖ Completed 1 Permits / Closed 1 Project
- ❖ Streetcar Walk-Up Window Installation - Project Completed
- As Spring is nearing, there have been several phone calls from residents regarding deck projects, window replacements, garages, and roof replacements.
- There is a project that is on the horizon for the Carlton County Courthouse - a new re roof is being proposed and contractors have been in contact with me regarding documentation and the permit process.
- I have been in contact with the State of MN DOLI regarding the process for approval to perform construction inspections at State Licensed Facilities IE: (Schools, Assisted Living Facilities and any state licensed facility) this approval requires a review of my credentials and inspection history. The states DOLI approval would allow me the Inspection Delegation for all construction activities and allow the City of Carlton to Issue Building Permits for these facilities and collect any permit fees at that time.

Adam Schminski/Building Official – B00760833

10.05 Library Director Report

April 2022

- I added and covered items as they came in
- Daily chores and monthly reports
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- April contest info and packets out to schools & public
- Virus Scan on computers
- LYL tracking
- Worked for C.A. one day
- Prepped for and attended Library Board meeting
- Spoke with City Clerk about issues with staff
- Ordered book for Story Walk
- Assisted with inventory and did inventory exceptions
- Trouble shooting inventory laptop
- Spoke with City Clerk about new drop box

Cathie:

- Sorting through donated items and adding to system according to policy
- Prepared weeded items for sale by donation
- Daily chores
- Worked on inventory

- *Three new patrons in April!
- **112 visits including computer use

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 Fire Board Meeting – June 1, 2022 @ 6:00pm at Carlton Fire Hall

12.02 Regular Council Meeting – June 8, 2022 @ 6:00pm

12.03 MS150 Bike Race – Weekend of June 11, 2022

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to adjourn the meeting, the time being 7:19 pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer