

Carlton City Council

Meeting Minutes

Wednesday, June 8, 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: H. MacDonald, D. Coleman Lyng

Council Absent: B. Bodie, R. Schmidt

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

Others Present: Cara Keinanen, Seth Wynands

3.00 Approve Agenda – (Agenda Additions/ Deletions)

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the agenda with the following changes: **Delete:** 9.07 Library Hours; **Add:** **9.13** Cemetery Plot Repurchase, **9.14** Blacktop Quote. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

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, May 11, 2022.

4.02 Approval of Bills: Exhibit A dated June 8, 2022 in the amount of \$65,634.18(\$29,602.69 electronic and \$36,031.49 by check).

4.03 Approval of Bills: Exhibit B presented at meeting in the amount of \$4,369.70 (\$0 electronic; \$4,369.70 by check).

4.04 Approval of Check Numbers: 34942-35111

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: 3 Nay: 0 Absent: 2

5.00 Presentations & Guests

5.01 Cara Keinanen – Positive Community Norms (PCN)

PCN is in the Carlton and Cloquet School District and Ms. Keinanen will be working with the kids and community members in both districts. Anyone interested is welcome to attend meetings/work sessions.

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to close the Regular Council Meeting and open the Public Hearing the time being 6:20pm. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

6.00 Public Hearings/Planning Commission Meeting

6.01 Shoreland Management

No public attended. The City of Carlton will move forward with having Carlton County manage all shoreline within city limits.

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to close the Public Hearing and re-open the Regular Council Meeting, the time being 6:21pm. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

7.00 Petitions, Communications & Correspondence

7.01 Woodlands National Bank – CD Renewal 6.24.2022

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to renew the Certificate of Deposit for six (6) more months. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

7.02 State Demographer

2021 population estimate is 961 and 2021 household estimate is 426

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2022-25 Resolution Supporting the Carlton County Mutual Aid Association Reciprocal Service Agreement, Sponsored by the Carlton County Fire Chief's Association

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve Resolution 2022-25. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

8.02 Resolution 2022-26 Donations to the Carlton Area Library

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve Resolution 2022-26. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.00 General Business

Project Updates

9.01 Twin Lakes Township Water Line

Open cutting has started in Olsonville. Working on Easement issues with County.

Water Treatment Plant Quotes

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve Items 1-4 of the In-Control Quote for a new SCADA computer and a SCADA back-up system. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

Unfinished Business

9.02 Insurance Deductible

9.03 Four Seasons

9.04 Attendance Policy

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

Aye: 3 Nay: 0 Absent: 2

9.05 Carlton Housing Authority

New Business

9.06 317 North Avenue Water/Sewer Bill

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to waive \$1,479.88 in sewer charges. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

~~9.07 Library Hours~~

9.08 Pay Increase for Jodie Johnson

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve a pay increase of .75 per hour for completing the third (3rd) year of Clerks Institute. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.09 SCBA Fill Station Air Compressor Quotes

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve the quote from Fire Safety U.S.A. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.10 Fire Hall Roof Quotes

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve the quote from A.W. Kuettel & Sons. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.11 Trench Drain Replacement at Fire Hall

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve the quote from Home Menders, Inc (HMI). The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.12 Approval of Election Judges

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve Carol Conway, Jodie Johnson, Tracy Moehrke, Charles (Chuck) Kramer, Cindy Macaulay, Larry Penk, Rosemary Tobin, Cathie Anderson, Leola Rodd, Lillian Moore and Melissa Maki as Election Judges for the 2022 Primary and General Elections. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.13 Cemetery Plot Repurchase

A Motion was made by Councilor Coleman Lyng and seconded by Mayor Soderstrom to re-purchase Plots 6&7, Lot 388 in Hillside Cemetery for \$400.00, if owners decide to sell them back to the city. The motion passed with 1 abstaining.

Aye: 2 Nay: 1 Absent: 2

9.14 Blacktop

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve culvert installation and blacktopping at the end of Falls Avenue. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

May Activities

- Us DOT webinar.

- Forged check fraud issue
- Attend Carlton County Committee of Whole (COW) Meeting.
- Census building permit survey (BPS).
- Assessment searches.
- Cemetery grave locates, marker questions, lot sale.
- Salary survey.
- Attended elections administrator training.
- Chaperoned kids at cemetery for clean-up day.
- City Newsletter.
- Zoom meeting on wellness checks.
- Draft fire budget.

I will be on vacation June 9 thru June 13, 2022

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Attended 3rd year of Clerks Institute.
- ❖ Sent letters to potential election judges.
- ❖ Facebook posts.

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. See agenda
- ✓ Need to replace SCBA compressor - Getting price to present to fireboard and council in June. See agenda
- ✓ Possible concrete repair of apparatus bay See agenda
- ✓ 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
- ✓ Mutual aid agreement updated with chiefs' association
- ✓ Ambulance Study – on going
- ✓ Table top exercise
- ✓ Discussion at chiefs meeting about radio and replacement.
- ✓ MS 150 – June 11th
- ✓ New tv in meeting room allows presenting more user friendly

Below is call volume through May 31, 2022

Call by Type

False Alarm: 15	Transport: 12	Working Structure Fire: 8
Hazardous Condition: 5	Vegetation Fires: 4	Chimney Fires: 1
Lift Assist: 7	Vehicle Accident: 18	Service Calls: 3
Medical: 278	Vehicle Extrication: 0	Other: 0
Rescue: 0	Vehicle Fire: 5	Total # of Runs: 356

Respectfully
Derek Wolf – Fire Chief

10.03 Public Works Report

Water plant

- ✓ Firehall - Need to replace existing roof – Getting price to present to fireboard and council in June. See agenda
- ✓ Need to replace SCBA compressor - Getting price to present to fireboard and council in June. See agenda
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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
- Water main install in Olsonville
- Meeting with residents to determine water service location

City

- Pop cans for 4 seasons
- Willows edge lift station
- Memorial day prep
- Mow grass
- Cut up fallen trees
- Spring clean up
- County graded and added class 5 to hidden view road
- Weather warning siren repaired
- Digging graves at Cemetery, setting markers

Twin Lakes

- Lift Station Monitoring
- Lift Station Inspection, pump review and getting quotes

Respectfully,

Derek Wolf

Public Works Superintendent

10.04 Building Official

May 2022

- There were 3 new Building Permit applications in May of 2022
 - A new Deck addition on County Rd. 1
 - A new Pole Building on County Rd. 1
 - 6th St. Pump Station for WLSSD

- Completed 2 Permits / Closed 2 Projects

Window Replacement @ 149 Vermillion

Final Inspections @ Chemstar New Cold Storage Building

- Throughout the month of May there were several phone calls regarding New SF Homes, Occupant Load Determinations, Solar Panel Systems, Lake Superior Health Clinic Remodel.
- In May I worked through 2 plan reviews for the 2 new applications for a deck and Pole Building, also completed final inspections for occupancy at the new Chemstar Cold Storage building.

Adam Schminski/Building Official – B00760833

10.05 Library Director Report

May 2022

- I did monthly reports, budget update and petty cash
- Book order for Sept./Oct.
- Summer Reading Program prep &
- I added and covered items as they came in
- Daily chores and monthly reports
- April contest info and packets back from schools
 - Picked bookmark & poetry winners
 - Delivered treats to schools for winners
- Virus Scan on computers
- Attended City Council meeting
- Prepped for and attended Friends of the Library meeting
- Ordered new drop box

Caryl & Nikki:

- Sorting through donated items
- Daily chores

Bethany Leseman
Library Director

10.06 Council Member Report

Council Member H. MacDonald has repeatedly emailed Jim Miles, Minnesota Department of Transportation (MNDot) about parking issues along Highway 210. Mr. Miles has not responded to any of the emails.

10.07 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 MS150 Bike Race – Weekend of June 11, 2022

12.02 June 20, 2022, Juneteenth Observed – Office Closed

12.03 July 4, 2022 – Office Closed

12.04 Regular Council Meeting – July 13, 2022 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to adjourn the meeting, the time being 7:07 pm. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer