

Carlton City Council
Meeting Minutes
Wednesday, July 13, 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; Deputy Clerk, J. Johnson

Others Present: Sheriff Kelly Lake, Allan Axtell

3.00 Approve Agenda – (Agenda Additions/ Deletions)

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the agenda. 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, June 8, 2022.

4.02 Approval of Bills: Exhibit A dated July 13, 2022 in the amount of \$299,231.40(\$56,461.81 electronic and \$242,769.56 by check).

4.03 Approval of Bills: Exhibit B presented at meeting in the amount of \$18,584.15 (\$14,824.21 electronic; \$3,756.94 by check).

4.04 Approval of Check Numbers: 35112 – 35172 (Void 35159)

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 Coleman Lyng 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

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2022-27 Adoption of the Carlton County All-Hazard Mitigation Plan

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2022-27 with the change that Black Bear Casino location be changed to Twin Lakes Township. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2022-28 Resolution Accepting a Grant from Essentia Health

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2022-28. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution 2022-29 Resolution Accepting Donations to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve Resolution 2022-29. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.04 Resolution 2022-30 Resolution Approving Decrease in Carlton Housing and Redevelopment Authority (HRA) Payment in Lieu of Taxes (PILOT) from Ten (10) Percent to Five (5) Percent

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve Resolution 2022-30. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Project Updates

9.01 Twin Lakes Township Water Line

Residents in Olsonville have started to hook up to water. Still having a difficult time boring under Otter Creek.

Unfinished Business

9.02 Insurance Deductible

9.03 Four Seasons

New Business

9.04 Approval of 2022 Election Judge

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Kitty O'Hara Bureau as an Election Judge for the 2022 Primary and General Elections. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 0 Abstain: 1

9.05 Twin Lakes Township Resident Water Service

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve of the Twin Lakes Township parcel 81-500-0170 (962 Chestnut Avenue) to hook up to City of Carlton municipal water. Water rates for this property will be the same as the water rates for City of Carlton residents. There will also be a Water Access Fee charged. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.06 Tennis Courts

Council directed Clerk Conway to contact the Carlton School district about the condition of the tennis courts.

9.07 Supplemental/Outdoor Liquor License

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the VFW and Third Base Bar to have outdoor liquor sales July 29, 2022 to July 31, 2022. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.08 Temporary On-Sale Liquor License

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the 1 to 4 Day Temporary On-Sale Liquor License Application from Oldenburg Arts and Cultural Community. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.09 Schedule Budget Meeting

Budget meeting will be Wednesday, August 10th @ 5:00pm.

9.10 Summer Garden Watering

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to adjust the sewer charges to average usage for garden watering. The motion unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

June Activities

- Updated cemetery book, spreadsheet and maps.
- Annual Building Report.
- Prepare for and attend Fire Board Meeting.
- Ambulance revenue recapture.
- Create cemetery plot repurchase form.
- Unclaimed Property due diligence letters.
- Cemetery locates.
- Prepared and sent appeal - FEMA preliminary Flood Insurance Rate Map (FIRM)
- Easement Research along Chestnut Avenue.
- On-site meeting with MN Power and WLSSD for new WLSSD lift station.
- NFIP Flood Webinar.
- New *Hike In, Bike In* Maps in kiosk and at City Hall.

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ UBMax Webinars.
- ❖ Records disposal.

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

- ❖ Concrete drain replacement - complete
- ❖ Firehall - Need to replace existing roof – to be completed in August
- ❖ Need to replace SCBA compressor - ordered
- ❖ Elite Rescue – went live July 1st. Seems to be going good. Thank you to Erik for all the work he has put in for it.
- ❖ Grants for tablets in rigs – complete
- ❖ Mutual aid agreement updated with chiefs association - on going – CAFD is sending own agreement separate from the Chiefs association.
- ❖ Ambulance Study – on going
- ❖ Discussion at chiefs meeting about radio and replacement, waiting to see if county is going to provide support.
- ❖ Carlton County Fair event scheduling
- ❖ Getting Auto Ex. Tools service.
- ❖ Carlton Daze Prep
- ❖ National night out

Below is call volume through June 30, 2022

Call by Type

False Alarm: 15	Transport: 16	Working Structure Fire: 10
Hazardous Condition: 10	Vegetation Fires: 4	Chimney Fires: 1
Lift Assist: 9	Vehicle Accident: 22	Service Calls: 1
Medical: 344	Vehicle Extrication: 0	Other:
Rescue: 1	Vehicle Fire: 5	Total # of Runs: 438

10.03 Public Works Report

Water plant

- Water Sampling –
- Met with Susan, - In-control change order in process
- Adding a camera change order as well.
- Need to service generators

Highway 210 water line

- Work on Rock boring, hole is under Otter Creek but need to reem to larger diameter – Mid august
- Working on blacktop replacement pricing on north ave
- Working on meter station – adding pressure gauges
- Construction meeting
- Water main install in Olsonville – complete, services on HWY 210 being completed
- Meeting with residents to determine water service location

Twin Lakes

- Lift station monitoring
- lift station inspection, pump review and getting quotes – provided to township

City

- Pop cans for 4 seasons
- Mow grass
- Prepping Carlton Daze
- Digging graves at Cemetery, setting markers
- Hydrant repair on north ave
- Curb painting
- Crosswalk paining
- County Road 1 construction meeting

Respectfully,
Derek Wolf
Public Works Superintendent

June 2022

- ✓ There were 4 new Building Permit applications in June 2022
- ✓ 511 School Avenue - A new fence at
- ✓ 217 Ashland - Chimney, Water Heater and Insulation Project.
- ✓ Fire Hall - Drain and concrete repair.
- ✓ New Pole Building for Denny Johnson on County Rd. 1
- ✓ Completed 1 Inspection at the Fire Hall for the drain repair & concrete replacement project.
- ✓ There will be an application made for a new SF Home when blueprints are complete on a lot on Dalles Avenue for Diane Grover in July. Completed a site visit with Diane to discuss construction methods and expectations for construction and inspections.
- ✓ A contractor contacted me to inquire about permitting requirements for a Patio/ Foundation at a residence that would include a deck and possible screen porch.

Adam Schminski/Building Official – B00760833

10.05 Library Director Report

June 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

10.07 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Carlton Daze: Friday, July 29, 2022 to Sunday, July 31, 2022

12.02 Curnow 26 Mile Race, July 16, 2022 – DNR Park Pavilion

12.0 Regular Council Meeting – August 10, 2022 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Bodie to adjourn the meeting, the time being 6:40 pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer