

Carlton City Council

Meeting Minutes

Wednesday, August 10, 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:

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 9.15; Add 9.18 H.S.A. Administrator.** 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, July 13, 2022.

4.02 Approval of Bills: Exhibit A dated August 10, 2022 in the amount of \$172,279.10 (\$104,448.41 electronic and \$67,830.69 by check).

4.03 Approval of Bills: Exhibit B presented at meeting in the amount of \$24,413.86 (\$13,759.92 electronic; \$10,653.94 by check).

4.04 Approval of Check Numbers: 35175 – 35234 (35173 & 35174 were re-issues)

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.

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 2022-31 Resolution Accepting Donations to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve Resolution 2022-31 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2022-32 Resolution Accepting a Grant to the City

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve Resolution 2022-32 accepting a grant to Carlton Fire and Ambulance. The motion passed unanimously.
Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Project Updates

9.01 Twin Lakes Township Water Line

Continue to hook up residential services. Installation of water main is taking place along Highway 210 and then will move to Justice Drive.

Unfinished Business

9.02 Insurance Deductible

Council directed Clerk to get quotes for increased deductible for 2023 renewal.

9.03 Four Seasons

Council directed Clerk to try set a meeting with Carlton County EDA to look at loan options.

9.04 Tennis Courts

Staff met with school representatives about repair of the tennis courts. Carlton School Board will discuss the possibility of gifting the land and tennis courts to the City. Private citizens have said they will fundraise to get the tennis courts repaired. City would be willing to accept the tennis courts.

9.05 Retaining Wall Blocks

This is on public works list of items to be done.

New Business

9.06 2nd Quarter Ambulance Write-Offs

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve write-offs in the amount of \$156,848.36. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.07 Variance Extension Request

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to allow continuance of the approved variance for 28 Dalles Avenue. Construction will not begin until Spring 2023 due to supply chain issues. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.08 Change Order for Water Treatment Plant

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Change Order #10 for replacement of SCADA Computer and to add exterior cameras to the Water Treatment Plant. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.09 Sewer Cleaning

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the quote from Nelson Sanitation & Rental for jetting and televising sewer mains. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.10 Part-time Employee

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve Tim Jessen as part-time employee at \$16.48 per hour and to pay him for past work he has done for the city. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Clerk will post part-time position, 24 hours per week.

9.11 Approval of Library Board Members

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve Andrea Williams, Carole Balow and Seth Wynands to the Carlton Area Library Board. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.12 Budget Change

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve budget changes as follows: \$6,450.00 to 100-34121 and \$11,000 to 100-34122. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.13 Memorial at Cemetery

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Bodie to plant a tree and order a plaque as a memorial for employee Scott Helle. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.14 Background Check Disqualifications

Council directed staff to reach out to other municipalities to see what criteria is used as disqualifications to employment.

~~9.15 Set Date to Canvass Elections~~

9.16 Building Official Job Description

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the building official job description as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.17 Fire Relief Request to have Liquor at the Fire Hall – Saturday September 10, 2022

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve the serving of alcohol at the fire hall for the retiree steak fry on September 10, 2022. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.18 Health Savings Account (HSA) Administrator

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve changing to a different HSA administrator. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

Resident complaint about water at 4th Street and Birch Avenue.

Possible update to Drug Testing Policy – Cannabinoids.

July Activities

- Easement and Vacation Research at Court House.
- Election judge training.
- Cemetery sales (met family at cemetery).
- Draft Building Official Job Description.
- TIF webinar.
- Cemetery locates.
- Review work comp audit.
- First Report of Injury, OSHA paperwork.
- Phone calls with LMC Loss Prevention.
- Mow at cemetery.
- Work on 2023 budget.

Deputy Clerk

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Ambulance file cleanout.
- ❖ Start getting ready for elections.
- ❖ Put together National Night Out information.

Carol Conway – Clerk/Treasurer

10.02 Fire Chief Report

- ❖ 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.
- ❖ 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. - complete
- ❖ Carlton Daze – complete, over 700 hotdogs went good.
- ❖ National night out – went good.
- ❖ Pump testing and service in August.

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

Respectfully
Derek Wolf – Fire Chief

10.03 Public Works Report

County Road 3 project will begin on August 22, 2022.

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
- Hooking up water meter,

City

- Pop cans for 4 seasons
- Mow grass
- Carlton Daze
- Digging graves at Cemetery, setting markers
- Hydrant repair on north ave – ordered parts
- Crosswalk paving
- County Road 1 construction meeting
- Travis working on water service locations
- Lawn mower repair
- Going to sell old tractor

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Building Official Report

July 2022

- There were 5 new Building Permit applications in July 2022
- 1 New residing permit @ a Single Family Home

- 1 New Reroofing Permit @ the Fire Hall
- 2 New Fence Permits @ residential properties
- 1 New permit for replacing windows & doors at a residential home
- Interest Rate and Material availability have impacted construction projects in the area as of this summer, a new SF home that was to be built this fall has been moved to a spring of 2023 project. The owner has been in contact with City Staff in regards to performing site prep which is ongoing and an extension of the variance application process. Site prep does not require a building permit at this time. I have performed site visits to verify ongoing work which appears correct and acceptable.

Adam Schminski/Building Official – B00760833

10.05 Library Director Report

July 2022

- I did monthly reports, budget update and petty cash
- I added and covered items as they came in
- Daily chores and monthly reports
- Virus Scan on computers
- Facebook updates
- New patron cards
- Hosted lawn games one Saturday
- Organized desk
- Legacy Take & Make put out
- Friends of the Library & Library Board meetings
- Set up & organizing of book sale items
- Worked Friends of the Library book sale (Friday, Saturday & Sunday)
- Started Friends of the Library book sale clean up

Cathie & Nikki:

- Sorting through donated items
- Adding items as they come in
- Daily chores
- Helped organize books and work the Friends of the Library book sale

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 Regular Council Meeting – Wednesday, September 14, 2022 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to adjourn the meeting, the time being 6:55 pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer