

Carlton City Council
Meeting Minutes
Wednesday, September 14, 2022

1.00 Call to Order & Pledge of Allegiance

Meeting was called to order at 6:00pm by Acting Mayor H. MacDonald

2.00 Roll Call

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

Council Absent: Mayor Soderstrom

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

Others Present: Trent Prigge, Northland Consulting Engineers

3.00 Approve Agenda – (Agenda Additions/ Deletions)

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Schmidt to approve the agenda as presented. 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, August 10, 2022, Special Meeting, August 24, 2022, Special Meeting, September 6, 2022.

4.02 Approval of Bills: Exhibit A dated September 14, 2022 in the amount of \$83,527.76 (\$27,252.65 electronic and \$56,275.11 by check).

4.03 Approval of Bills: Exhibit B presented at meeting in the amount of \$20,901.87 (\$12,933.17 electronic; \$7,968.70 by check).

4.04 Approval of Check Numbers: 35244 – 35306 (Void 35180)

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: 4 Nay: 0 Absent: 1

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 2022-33 Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve Resolution 2022-33 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2022-34 Resolution Adopting the 2023 Preliminary Levy

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve Resolution 2022-34 Adopting the 2023 Preliminary Levy. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 General Business

Project Updates

9.01 Twin Lakes Township Water Line

Water main installation is complete, finishing up with metering station, working on booster station.

Unfinished Business

9.02 Background Check Disqualifications

Details would be needed on felony charges. Any violent crime would be automatic disqualification.

9.03 Four Seasons

Carlton County Economic Development will provide a loan for ice plant installation. City will be the applicant and will enter into a lease agreement with Carlton Amateur Hockey Association for payments.

9.04 Tennis Courts

Staff met with school representatives and Ed Cavanaugh on repair and funding sources. At this time no further action will be taken by the city. This to be removed from Unfinished Business.

9.05 Retaining Wall Blocks

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

New Business

9.06 Engineering Agreement

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Bodie to approve the Agreement for Professional Services with Northland Consulting Engineers, LLP. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.07 AirFiber Lease

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the Water Tower Lease Agreement with AirFiber with a monthly rental fee of \$450.00 and a three (3) percent annual increase. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.08 Liability Coverage – Waiver Form

A Motion was made by Councilor Bodie and seconded by Acting Mayor MacDonald to NOT Waive the monetary limits on municipal tort liability. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.09 Licensure Compensation – Public Works, Office Staff

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Bodie to approve a one (1) dollar per hour raise to public works staff for each required license receive and to approve an additional .50 cent per hour raise for the Deputy Clerk for obtaining the Minnesota Certified Municipal Clerk (MCMC) designation. This will increase the three (3) year MCMC certification compensation amount to two (2) dollars per hour. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.10 EMT Pay Raise

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to approve an increase of two (2) dollars per hour for the Paid On-Call EMT positions. The motion passed with Councilor Bodie abstaining.

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

9.11 Parking Lot

Carlton County employee approached Mayor Soderstrom on the possibility of the City of Carlton taking over a portion of the County parking lot located on Chestnut Avenue. Additional information is needed.

9.12 Corpro Quote

Quote was not received before meeting. If needed a special meeting will be held.

9.13 City Equipment

Discussion on purchase of replacement trailer and what to do for storage of city equipment.

9.14 Part-time Employee

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to offer the part-time position to Philip Schloemer at \$17.50 per hour with a .50 raise after probation and a one (1) dollar per hour raise after required licenses are obtained. City will pay the fee to obtain Class B license. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

August Activities

- Primary Election.
- Meet with City Attorney Re: Don Dens fire.
- Review AirFiber Lease Agreement.
- Work on 2023 budget.
- Stolen trailer reporting.
- Training in Two Harbors.
- Step plan research.
- Medicare Ground Ambulance Reporting webinar.
- Attend safety meeting.
- Training on new meter reading system.
- Research Health Savings Account providers.

Deputy Clerk

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Head Primary Election Judge.
- ❖ Training on new meter reading system.
- ❖ Updated water billing instructions.

*Carol Conway
Clerk/Treasurer*

10.02 Fire Chief Report

- ✓ Firehall - Need to replace existing roof – Complete this fall
- ✓ Need to replace SCBA compressor – picked up this month - waiting to installed
- ✓ Mutual aid agreement updated with chiefs association - on going – CAFD is sending own agreement separate from the Chiefs association.
- ✓ Ambulance Study – on going
- ✓ Staffing shortage
- ✓ Discussion at chiefs meeting about radio and replacement, waiting to see if county is going to provide support.
- ✓ Pump testing and service went good other than foam issue on 610. Waiting to hear about pricing.
- ✓ Received DNR grant
- ✓ Discussion at relief meeting about increasing retirement amount
- ✓ Training at MN Power hydro-electric facility. Went well

- ✓ Wellness checks for department members

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

Water plant

- Water Sampling –
- Change order in process
- Adding a camera change order as well.
- Need to service generators
- Had valve fail, replaced

Highway 210 water line

- Work on Rock boring. – complete
- All water main is installed
- Filling and testing
- Need to complete sewer line in city limits
- Working on meter station – adding pressure gauges
- Construction meeting

Twin Lakes

- Lift station monitoring
- Locates
- 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
- County Road 1 construction meeting
- Hydrant replacement vermilion hopefully October
- Bridge work finish
- Met about sewer lining
- Sewer line flushing

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Building Official Report

August 2022

- There were 4 new Building Permit applications in August of 2022
- 2 New Fence Permits and 1 New Home Residing Permit & 1 New Window Replacement Project.
- Attended the site visit/ consultation for the new WLSSD Project. August included the plan review of the building portion of the project. The permit for this project is nearing a point where it should be issued in September of 2022.
- The WLSSD project is awaiting a signed Special Inspection Form from parties involved and the permit will be released for construction to begin.
- There is a project on Myra Avenue that has begun construction without proper permitting. Documentation has been sent to the owner in anticipation that a building permit be issued.
- Completed 2 inspections - A new garage slab and a siding replacement project.

Adam Schminski/Building Official – B00760833

10.05 Library Director Report

July 2022

August 2022

- Director did monthly reports, budget update and petty cash

- Director added and covered items as they came in
- Director did daily chores
- Director did Virus Scan on computers
- Director did Facebook updates
- Director changed CT14 to 28 day: prior to 6/1/22
- Director cleaned up plants, swept, took out garbage & recycling
- Director set up a second computer in activity room
- Director attended Chamber Lunch & Learn
- Director paid ILL lost fee
- Director ordered routing slips
- Director cleaned & organized library closet

Cathie & Nikki:

- Sorting through donated items
- Adding items as they come in
- Daily chores
- Helped organize themed books on rolling cart

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, October 12, 2022 @ 6:00pm

12.02 Trick or Treat Event – Saturday, October 29, 2022

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to adjourn the meeting, the time being 7:01 pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer