

**Carlton City Council  
Meeting Minutes  
Wednesday, October 12, 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, B. Bodie, D. Coleman  
Lyng, R. Schmidt

*Council Absent:*

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

*Others Present:*

**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 addition: **9.14** Petty Cash. 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, September 14, 2022, Budget Session, September 6, 2022, Special Meeting, September 23, 2022.

**4.02 Approval of Bills:** Exhibit A dated October 12, 2022 in the amount of \$206,869.56 (\$28,213.54 electronic and \$178,656.02 by check).

**4.03 Approval of Bills:** Exhibit B presented at meeting in the amount of \$86,416.78 (\$17,579.03 electronic; \$68,837.75 by check).

**4.04 Approval of Check Numbers:** 35307 – 35368 (Void 32671,35362)

**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 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**

**8.00 Ordinances; Resolutions and Policies**

**8.01 Resolution 2022-35 Resolution Accepting Donations to the City**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve Resolution 2022-35 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 5          Nay: 0          Absent: 0

**8.02 Personnel Policy Updates**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the following updates: additional one (1) dollar per hour for required licenses received and additional two (2) dollars per hour for obtaining Minnesota Certified Municipal Clerk Certification; update Written Reprimand section. The motion passed unanimously.

Aye: 5            Nay: 0            Absent: 0

## **9.00 General Business**

### **Project Updates**

#### **9.01 Twin Lakes Township Water Line**

Passed bacteria testing, pressure testing under way, working on getting booster station up and running, motels will be hooking up soon.

### **Unfinished Business**

#### **9.02 Four Seasons**

Carlton County Board approved a \$160,000 loan at two (2) percent interest for fifteen (15) years. The loan will be with the City of Carlton. City and Carlton Amateur Hockey Association will sign a lease agreement to cover the payments.

#### **9.03 Retaining Wall Blocks**

Most of the blocks have been replaced. Remaining will be done when the vendor gets more in stock.

### **New Business**

#### **9.04 Schlenner Wenner Audit Agreement**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the Audit Agreement for 2023 auditing services. The motion passed unanimously.

Aye: 5            Nay: 0            Absent: 0

#### **9.05 Third Quarter Ambulance Write-offs**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve Third Quarter Ambulance Write-offs. The motion passed unanimously.

Aye: 5            Nay: 0            Absent: 0

#### **9.06 Cloquet Area Fire District (CAFD) Mutual Aid Agreement**

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

Aye: 5            Nay: 0            Absent: 0

#### **9.07 Repair of Ladder Truck**

Waiting on another quote

#### **9.08 Hydrant Replacement Quote**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve the quote from Grover Tree Experts, Inc. for tree removal along Vermillion Street and Kiminski Paving for excavation and black topping on Vermillion Street for a fire hydrant replacement. The motion passed unanimously.

Aye: 5            Nay: 0            Absent: 0

#### **9.09 Pay Raise for Travis Polo**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to give a one (1) dollar per hour raise to Travis Polo for obtaining the required Water License. The motion passed unanimously.

Aye: 5            Nay: 0            Absent: 0

#### **9.10 Liquor License Renewals**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve 2023 Liquor License Renewals for Carlton VFW, Streetcar, and Third Base Bar. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

#### **9.11 Set Budget Date**

A Budget Meeting will be held Wednesday, October 19, 2022 @ 5:00pm

#### **9.12 Canvas Election**

A Special Meeting will be held Wednesday, November 16, 2022 @ 4:00pm to canvass the 2022 General Election Results.

#### **9.13 Effective Date for EMT Pay Raise**

**A Motion** was made by Councilor Schmidt and seconded by Councilor MacDonald to set an effective date of September 1, 2022 for the pay raise that was approved at the September 24, 2022 Regular Council Meeting. The motion passed unanimously.

Aye: 4      Nay: 0      Abstain: 1

#### **9.14 Petty Cash**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve a limit of \$50.00 to be disbursed from petty cash. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **10.00 Staff and Committee Reports & Recommendations**

#### **10.01 Clerk Report**

##### **September Activities**

- Budgets
- Contract reviews (Engineer, AirFiber)
- Recorded burial and cemetery plot sales.
- Update job descriptions.
- Importing Twin Lakes Township water/sewer readings.
- New hire packets for Four Seasons employees.
- Sent out liquor license renewals.
- Research on South Avenue (street vacation, 1936 emergency debt certificate).
- Ambulance Fuel State Tax Refund.
- FEMA Webinar.
- Bank reconciliation, agenda, meeting minutes,

##### **Deputy Clerk**

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ 2022 bow hunt information.
- ❖ Updated water results spreadsheet.

*Carol Conway  
Clerk/Treasurer*

#### **10.02 Fire Chief Report**

- Firehall - Need to replace existing roof – Complete need to finish flashing
- Need to replace SCBA compressor – Complete
- Mutual aid agreement updated with chiefs association - on going – CAFD is sending own agreement separate from the Chiefs association.
- Ambulance Study – on going-hope to hear results soon
- Staffing shortage – better for the month of October
- Discussion at chiefs meeting about radio and replacement, waiting to see if county is going to provide support. – on hold till after justice center
- Pump testing and service went good other than foam issue on 610.
- Received DNR grant
- Discussion at relief meeting about increasing retirement amount
- 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	<b>Total # of Runs: 438</b>

Respectfully  
Derek Wolf – Fire Chief

**10.03 Public Works Report**

**Water plant**

- Water Sampling –
- Temp sensors going in
- Adding a camera change order as well.
- Need to service generators

**Highway 210 water line**

- All water main is installed
- Filling and testing
- Waiting on MN Power for transformer install at booster station
- Need to complete sewer line in city limits
- Working on meter station – adding pressure gauges
- Construction meeting

**Twin Lakes**

- Lift station monitoring
- Lift station cleaning
- Locates
- Meter for water service
- Meter station, water meter issues

**City**

- Pop cans for 4 seasons
- Mow grass
- Blacktop patch holes, fix Harold's sidewalks
- Hydrant repair on north ave – ordered parts
- County Road 1 construction meeting
- Hydrant replacement vermilion hopefully October 19-21
- Bridge work finish
- Lift station cleaning
- Sewer line flushing
- Tower repair

Respectfully,  
Derek Wolf  
Public Works Superintendent

**10.04 Building Official Report**

Adam Schminski/Building Official – B00760833

**10.05 Library Director Report**

September 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 7/1/22
- Director ran reports for Summer Reading Program
- Director prepped for and attended Friends of the Library Meeting
- Director started gathering items for Halloween treat bags
- Director added tracking system to StoryWalk and put back up

Cathie & Nikki:

- Sorting through donated items
- Adding items as they come in
- Daily chores
- Helped organize craft supplies

**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 Trick or Treat Event – Saturday, October 29, 2022**  
**12.02 General Election – Tuesday, November 8, 2022**  
**12.03 Regular Council Meeting – Wednesday, November 9, 2022 @ 6:00pm**

**13.00 Adjournment**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to adjourn the meeting, the time being 6:39 pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

Respectfully Submitted,

*Carol Conway*

Carol Conway  
Clerk-Treasurer