

Carlton City Council
Meeting Minutes
Wednesday, November 9, 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: Dan Danielson, Carlton County Sheriff's Office

3.00 Approve Agenda – (Agenda Additions/ Deletions)

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Bodie to approve the agenda with the following addition: **9.12** 1994 Chevy Pickup #616. 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, October 12, 2022, Budget Session, October 19, 2022, Special Meeting, November 2, 2022.

4.02 Approval of Bills: Exhibit A dated November 9, 2022 in the amount of \$92,639.26 (\$31,044.29 electronic and \$61,594.97 by check).

4.03 Approval of Bills: Exhibit B presented at meeting in the amount of \$24,344.61 (\$18,424.00 electronic; \$5,920.61 by check).

4.04 Approval of Check Numbers: 35369 – 35438 (Void 35436)

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

7.01 Veteran of Foreign Wars (VFW) Auxiliary Donation Request

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve a \$1,000.00 Charitable Gambling donation to the VFW Auxiliary. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2022-36 Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2022-36 accepting a \$3,000.00 donation from Lake Country Power to Carlton Ambulance Service. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2022-37 Resolution Certifying Unpaid Charges

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to approve Resolution 2022-37 certifying the following charges to the Carlton County Auditor: 15-040-0600, \$73.46 for water meter repair; 15-350-2400, \$870.59 for unpaid water/sewer Utility, 15-010-0640, \$1,949.26 for unpaid water/sewer utility. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Petty Cash Policy Update

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Bodie to update the Petty Cash Policy as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Project Updates

9.01 Twin Lakes Township Water Line

Booster Station is operational. Water line from booster station to Schmitz Road needs to be pressure tested and bacteria tested. Having some issues with communication from water tower to booster station, cable on tower needs to be replaced. Trying to get this as a change order to the Twin Lakes Township project.

Unfinished Business

9.02 Four Seasons

- Invoice from St. Cloud Refrigeration – Carlton Amateur Hockey Association has received an invoice for \$87,700.00, there maybe one more invoice for \$15,000.00 coming. Still waiting on loan agreement from Carlton County.

9.03 Repair of Ladder Truck Quotes

Add to November 16, 2022, Fire Chief will call Fire Safety U.S.A. to verify quote before that date.

9.04 Review 2023 Budget

Clerk Conway will review 2023 budgets to verify no changes were missed. Final budget review will be on December 14, 2022 before the Regular Council Meeting.

New Business

9.05 Minnesota Pump Works Quote – Willows Edge Lift Station

The lift station at Willows Edge is failing. It is a residential unit installed in a commercial setting. This still belong to Willows Edge Owners and City does not want to accept it unless pumps are replaced. Staff and City Engineer will meet with owners.

9.06 Response to Fire Calls

City Public Works staff may respond to emergency calls during the day, without using vacation time or comp time, if needed. This will be at the discretion of the Fire Chief/Public Works Superintendent. This will be revisited if staff is responding to a high number of calls during the day.

9.07 Cooperative Agreement to Provide Law Enforcement

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to approve the Law Enforcement Cooperative Service Agreement with Carlton County to provide Patrol Services to the City of Carlton. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.08 Filing Assistance Services Agreement

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Schmidt to approve the Filing Assistance Services Agreement with AMKO Bond Services, LLC. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.09 Short Term Rentals

A moratorium will be put into place until an Ordinance is drafted and adopted.

9.10 Sunrise Development City Attorney Charges

Council directed Clerk send an invoice to the developer for all legal charges incurred.

9.11 Annual Transfers

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the following transfers: \$15,000 from Ambulance Fund to Ambulance Capital Fund, \$47,000 from Fire Fund to Fire Capital Fund, \$40,000 from General Fund to Public Works Capital Fund, \$18,612 from General Fund to Ambulance Paid on Call, \$48,483 from Ambulance Fund to 2020 Capital Improvement Fund, \$32,322 from Fire Fund to 2020 Capital Improvement Fund. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.12 1994 Chevy Pickup #616

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Schmidt to approve the sale of #616- 1994 Chevrolet Pickup. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

October Activities

- Continued with Budgets
- Contract reviews (Life Link, Carlton County Law Enforcement)
- BCA-Non-Criminal Background Check Audit
- Updates to Internal Control.
- Unclaimed Property to State of MN
- Letters for Utility Assessments
- Research and Organized Four Season Documents - 1995 to Present
- OSHA Required Safety Training
- Ambulance Billing info for Study
- BCA_NJCA Webinar.
- Bank reconciliation, agenda, meeting minutes, department head report

Deputy Clerk

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Halloween Minions.

*Carol Conway
Clerk/Treasurer*

10.02 Fire Chief Report

- Firehall – roof complete
- Mutual aid agreement updated with chiefs association - on going –
- Ambulance Study – on going-hope to hear results soon
- Pump testing and service went good other than foam issue on 610.
- Received DNR grant
- Order new hose on remainder of grant dollars
- Discussion at relief meeting about increasing retirement amount

- Wellness checks for department members – on going
- Lots of fire call.
- Mop shop fire – went well, crews did an awesome job
- BINGO 2-11-23
- Participated in Carlton chamber Halloween event.
- FF I&II class this winter

Respectfully
Derek Wolf – Fire Chief

10.03 Public Works Report

Water plant

- Water Sampling –
- Temp sensors - complete
- Adding a camera change order as well.
- Need to service generators
- Working with Donohue for a quality control SOG

Highway 210 water line

- All water main is installed
- Filling and testing
- Power at booster station. Start up on Tuesday 11-8-22
- Sewer line complete
- Working on meter station – adding pressure gauges
- Construction meeting

Twin Lakes

- Lift station monitoring
- Sewer line jetting
- Locates
- Meter for water service
- Lower valve boxes
- Lower curb stops
- Fix mailboxes

City

- Pop cans for 4 seasons
- Hydrant repair on north ave – ordered parts
- Hydrant replacement -complete went really well
- Bridge work finishing
- Sewer line dig and repair
- Lower valve boxes
- Willows edge lift station issues

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Building Official Report

October 2022

There were 11 new Building Permit applications in October 2022

- 1 New Fence Permit Application
- 1 New Salon Expansion permit Application
- 1 New Commercial Plumbing Permit Application
- 1 New Pump Station for WLSSD Permit Application
- 1 New Apartment Water Damage Repair Permit Application
- 1 New Home Renovation Permit Application
- 4 New Reroof Permit Applications

Completed 3 Inspections

Framing, Insulation, Vapor Barrier Inspection @ Pines Water Damage Repair
Framing/ HVAC Consult Inspection - Lake Superior Community Health Dental
Site Visit to investigate work without a permit for a residential remodel - Issue has been resolved.

10.05 Library Director Report

October 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
- Helped plan and execute Library/FOL participation in Trick or Treat event
- Summer Reading Program info to ALS
- JLG subscription update research
- Weeding & deleting: both to free up shelf space and to have more items for Trick or Treat bags
- Showed LA how to delete weeded items
- Legacy Take & Make put out
- Library Board meeting
- Supply organizing
- Set up Carlton MS/HS visit/tour for 11/4/22

Cathie:

- Sorting through donated items
- Adding items as they come in
- Daily chores
- Weeding and deleting
- Helped stuff treat bags

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 Canvas election & Ambulance Study Presentation – November 16, 2022 @ 4:00pm

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

12.03 Truth in Taxation Meeting – Wednesday, December 14, 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 7:15 pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer