

Carlton City Council

Meeting Minutes

Monday, December 19, 2022

1.00 Call to Order & Pledge of Allegiance

Meeting was called to order at 4:45pm 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

Others Present: Councilor Elect Dave Sobczak, Buzz Weets

3.00 Approve Agenda – (Agenda Additions/ Deletions)

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the agenda with the following addition: **7.03 Inter-Faith Donation Request, 9.13 Open Skate, 9.14 Bunker Gear**. 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, November 9, 2022; Special Meeting, November 16, 2022; Special Meeting, November 21, 2022.

4.02 Approval of Bills: Exhibit A dated December 14, 2022 in the amount of \$196,841.61 (\$82,136.52 electronic and \$114,705.09 by check).

4.03 Approval of Bills: Exhibit B dated December 19, 2022 and presented at meeting in the amount of \$40,180.31 (\$16,519.60 electronic; \$23,660.71 by check).

4.04 Approval of Check Numbers: 35439 – 35522 (Void 35494)

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 Coleman Lyng and seconded by Councilor Bodie to approve the Consent Agenda as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

5.00 Presentations & Guests

5.01 Willows Edge

Mr. Weets was present to discuss the lift station at the Willows Edge Apartment Complex. The lift station has not been operating correctly and the developers would like to try installing a new pump to see if that will fix the issue. Replacement of the lift station is not financially feasible. The unit installed has almost the same specs as the one presented by the city. City will not accept the lift station until it is operating properly and approved by the City Engineer and Public Works Superintendent.

6.00 Public Hearings/Planning Commission Meeting

6.01 Truth in Taxation Hearing

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to open the Truth-in-Taxation Hearing, the time being 6:09pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Clerk Conway read all budget information aloud (see attached).

No residents were in attendance.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to close the Truth-in-Taxation Hearing and re-open the Regular City Council Meeting, the time being 6:13pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.00 Petitions, Communications & Correspondence

7.01 North Country Ride Donation Request

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve a \$2,000.00 Charitable Gambling donation to North Country Ride. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.02 Certificate of Deposit Maturity Notice

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to renew the Certificate of Deposit for three (3) years at 3.18 percent. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.03 Inter-Faith Care Center Donation Request.

A Motion was made by Councilor Schmidt and seconded by Councilor Coleman Lyng to approve a \$1,000.00 Charitable Gambling donation to Inter-Faith Care Center. The motion passed unanimously.

8.00 Ordinances; Resolutions and Policies

8.01 Resolution 2022-39 Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2022-39 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2022-40 Resolution Designating Funds – Street Improvements

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve Resolution 2022-40 Designating Funds for Street Improvements. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution 2022-41 Resolution Designating Funds – Parks

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Bodie to approve Resolution 2022-41 Designating Funds for repair of park pavilion. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.04 Resolution 2022-42 Establishing Polling Place

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2022-42 Establishing Polling Place for 2023 Elections. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.05 Resolution 2022-43 Final Tax Levy

A Motion was made by Councilor MacDonald and seconded by Councilor Ryan to approve the 2023 Final Tax Levy of \$472,821.00 which is a 3.33 percent increase. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.06 Short Term Rental Ordinance and Application

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to table this item. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Project Updates

9.01 Twin Lakes Township Water Line

Had a waterline break cause by joint separation. This appears to have been an installation issue. Contractor, Engineers and Twin Lakes Township Board are working on this.

Unfinished Business

9.02 Four Seasons

- Invoice from St. Cloud Refrigeration

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to pay the invoice from St. Cloud Refrigeration in the amount of \$87,700.00. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

New Business

9.03 LG220 Carlton Fire Relief Association

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the LG220 submitted by Carlton Fire Relief Association. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.04 Hamer Enterprises – UBPAY (water/sewer billing)

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the agreement with Hamer Enterprises. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.05 Life Link III Collaboration Agreement

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

9.06 Election Judge Wages

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve election judge wages at \$10.33 per hour to meet the minimum wage requirement. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.07 Municipal Builders Pay Application #23

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to pay 50% of Pay Application #23. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.08 Chapter 5, Part 3 – 503.02 Keeping of dogs limited

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Schmidt to change the ordinance to allow up to three (3) dogs over the age of six (6) months and to update language so cats are not included in the three (3) dog limit. The motion passed with Councilor MacDonald abstaining.

Aye: 4 Nay: 0 Absent: 0 Abstaining: 1

9.09 Review of Employee Leave

- Approval to carryover hours

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the carryover of excess vacation hours. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.10 Fire Vehicle Purchase

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman to approve the purchase of a pickup not to exceed \$16,000.00. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.11 Carlton County Invoice

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to pay the Carlton County Invoice for Project 009-601-056 except for line item 5 (Bituminous Walk). Carlton County Transportation will resubmit invoice with line item remove. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.12 Addendum to the Lease Agreement with Four Seasons/Carlton Amateur Hockey Association

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the Addendum as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.13 Open Skate

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve a \$4,000 Charitable Gambling donation to Carlton Amateur Hockey Association for the 2022/2023 open skate sessions. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.14 Bunker Gear

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to purchase four (4) sets of Bunker Gear from Grand Forks Fire and Equipment. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Staff and Committee Reports & Recommendations

10.01 Clerk Report

November Activities

- Elections
- Insurance renewals.
- Record burials and cemetery plot sales.
- Review BCA audit results, respond to non-compliance items.
- Attend various webinars.
- Willows Edge lift station meeting.
- Process Payroll.
- Put together a New Council Member information packet
- Reviewed receipt book
- Monthly duties (bank reconciliation, agenda, meeting minutes, department head report, accounts payable and payroll review)

Deputy Clerk

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Set up CAHA Payroll.

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report

- Mutual aid agreement updated with chiefs association - on going –

- Ambulance Study – on going-
- Received DNR grant – going to order soon
- Order new hose on remainder of grant dollars
- Discussion at relief meeting about increasing retirement amount – on going waiting till annual meeting
- Wellness checks for department members – on going
- BINGO 2-11-23
- FF I&II class this winter
- Truck 616 – repair and replacement
- EMT – refresher
- Need to schedule training meeting

Respectfully
Derek Wolf – Fire Chief

Water plant

- Water Sampling –
- Adding a camera change order as well.
- Need to service generators - Complete
- Working with Donohue for a quality control SOG
- Working with MDH on alternate well site

Highway 210 water line

- All water main is installed
- Water break next top meter station
- All is passed expect sunshine lane
- Final punch list items

Twin Lakes

- Lift station monitoring
- Sewer line jetting
- Locates
- Cleaning of Sewer easement
- Manhole casting repair

City

- Pop cans for 4 seasons
- Beaver dam removal
- Cutting tree branches
- Compost removal
- Extinguishers annual inspections
- Railroad Ave hooked to sewer and new water line
- Willows edge lift station issues
- Blade alleyways
- WLSSD Lift station
- Shop work
- Snow Removal

Respectfully,
Derek Wolf
Public Works Superintendent

10.04 Building Official Report

November 2022

- There were 2 new Building Permit applications in November 2022
- The 2 new permits were for Plumbing and HVAC at the Lake Superior Community Health Dental Clinic Remodel.
- Completed 6 inspections and closed 2 permits/ projects
- Plumbing Ground Rough In Inspection at LSCHC
- 224 Maple Ave - Fence Final inspection
- Remodel final inspection at 217 Ashland Final Inspection prior to Real Estate Sale.
- Foundation inspection at WLSSD Pump Station
- Framing Inspection at LSCHC Remodel
- 218 Chestnut - Site visit and follow up with owner regarding repairs and permitting.

10.05 Library Director Report

November 2022

- I did monthly reports, budget update and petty cash
- I added and covered items as they came in
- Daily chores and monthly CT14 to 28day change
- Virus Scan on computers
- Facebook updates
- New patron cards
- Carlton MS & HS tours of library (6th – 9th grades)
 - Had them fill out surveys for reading material they would like to see at the library
 - Sent the same survey to the English teacher for 10th -12th grades
- Supply organizing
- FOL meeting
- Painted trim on activity room keyed door
- FOL basket auction set up
- Created and printed FOL basket auction fliers
- Ran more weeding lists
- Weeded and deleted items
- Rearranged shelves
- Continuing Ed webinar

Cathie:

- Sorting through donated items
- Adding items as they come in
- Daily chores
- Tallied surveys from Carlton MS & HS
- Weeding and deleting

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 Office Closed – Friday, December 23, 2022; Monday, December 26, 2022 and Monday, January 1, 2023.

12.02 Regular Council Meeting – Wednesday, January 11, 2023 @ 6:00pm

12.03 Special Meeting – Wednesday, January 25, 2022 @ 6:00pm
(Carlton County Transportation Building)

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 6:14 pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer

TRUTH-IN-TAXATION ATTACHMENT

2022 Tax Levy

General Fund	\$266,466.00
Four Seasons	\$5,000.00
Fire Fund	\$55,668.00
Fire Felief Fund	\$2,500.00
Library Fund	\$20,929.00
Project Debt	\$83,556.00
Cemetery Fund	\$23,454.00
Levy Total for 2021	\$457,573.00

2022 General Funds

	Disbursement	Revenue Other than Levy
General Fund	\$604,430.00	\$337,964.00
Four Seasons	\$5,000.00	
Fire Fund	\$168,747.00	\$113,079.00
Fire Relief Fund	\$26,500.00	\$24,000.00
Library Fund	\$27,929.00	\$7,000.00
2015 GO Bond	\$135,400.00	\$51,843.00
Cemetery	\$35,444.00	\$11,990.00
Budget Totals	\$1,003,450.00	\$545,876.00

2022 Enterprise Funds

	Disbursements	Revenue
Ambulance	\$477,635.00	\$499,059.30
Water	\$367,923.00	\$334,740.00
Sewer	\$204,421.00	\$220,800.00