

Carlton City Council

Meeting Minutes

Wednesday, February 8, 2023

1.00 Call to Order & Pledge of Allegiance

2.00 Roll Call

Council Present: Mayor, Mike Soderstrom; Councilors: Brent Bodie, Ryan Schmidt and Dave Sobczak

Council Absent: Councilor Heather MacDonald

Staff Present: Clerk/Treasurer, Carol Conway; Public Works Superintendent: Derek Wolf; City Attorney, Bill Helwig

Others Present: Denise Coleman Lyng, David Marshall

3.00 Approve Agenda (Agenda Additions/Deletions)

A **Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the agenda with the following additions: **8.02 Resolution 2023-06**. 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, January 11, 2023

4.02 Approval of Bills: Exhibit A dated February 8, 2023, in the amount of \$70,024.39 (\$19,246.79 electronic and \$50,777.60 by check).

4.03 Approval of Bills: Exhibit B dated February 8, 2023 presented at meeting in the amount of \$53,026.45 (\$39,039.26 electronic and \$13,933.19 by check).

4.04 Approval of Check Numbers: 35603 – 35645 (Void 35609)

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Fund Balance Report

5.00 Presentations and Guests

5.01 David Marshall

Marshall Construction is planning to start two (2) townhomes in 2023 and build additional units as they are presold or they find a financial partner. He is requesting an extension of the variance that was approved in 2022.

A **Motion** was made by Councilor Schmidt and seconded by Councilor Sobczak to approve an extension of the variance approved on March 9, 2022. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Thank you from Veteran of Foreign Wars Auxiliary

7.02 Thank you from North Country Ride

7.03 Minnesota Department of Health Drinking Water Reliability and Consistency Determination

7.04 Floodplain Appeal Results

Submitted data was reviewed and FEMA determined the proposed Special Flood Hazard Area (SFHA) boundary for Otter Creek is correct as shown on the Preliminary Flood Insurance Rate Map (FIRM) and in the Preliminary Flood Insurance Study (FIS) report, and that no changes are warranted.

7.05 Letter of Support Request from Fond du Lac Band of Lake Superior Chippewa

Council directed Clerk Conway to submit a letter of support for the proposed project.

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2023-05 Resolution Accepting Donations to the City

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve Resolution 2023-05 accepting donations to the Carlton Area Public Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2023-06 Resolution Approving Street Dedication of the Extension of South

Avenue to Run 100 Feet Easterly of 4th Street.

This will be on the March 8th, 2023 agenda with the Cartway Petition

9.00 General Business

Project Updates

9.01 Twin Lakes Township Waterline

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to remove this item from the agenda. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Unfinished Business

9.02 Short Term Rentals

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to approve the Short-Term Rental Ordinance with the following changes: add Lateral Line Sewer inspection is required before a permit is issued, no more than one (1) rental unit every 500 feet, maximum number of licenses issued in city limits at five (5), annual application fee of \$100.00. Approval to publish summary ordinance The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Short Term Rentals Camping

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to approve the Short-Term Camping Rental Ordinance with the following changes: maximum number of licenses issued in city limits at two (2), annual application fee of \$100.00. Approval to publish summary ordinance. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

New Business

9.03 Carlton Amateur Hockey Association \$15,000 downpayment to St. Cloud Refrigeration

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve reimbursing Carlton Amateur Hockey Association for the \$15,000 downpayment made to St. Cloud Refrigeration for installation of the ice plant. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.04 LG220 from Duluth Archery Club

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the LG220 submitted by the Duluth Archery Club for their event on April 2, 2023. The motion passed unanimously.
Aye: 4 Nay: 0 Absent: 1

9.05 Carlton Fire Relief request for Liquor at the Fire Hall on February 11, 2023

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to allow liquor at the fire hall after bingo on February 11, 2023. The motion passed unanimously.
Aye: 4 Nay: 0 Absent: 1

9.06 Approval of Fire Department Officers

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to approve the following fire department officers: Chief, Derek Wolf; 1st Assistant Chief, Brent Bodie; 2nd Assistant Chief, Brian Schubitzke; Captains: Tim Jessen, Phil Schloemer, Tyler Psyck. The motion passed unanimously.
Aye: 3 Nay: 0 Absent: 1 Abstain: 1

9.07 Ambulance Base Rate and Mileage Fee

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak keep the in-district and out-of-district rates, but all residents residing in municipalities that contribute to the ambulance service will be in-district even if their address is not in the Carlton Ambulance Primary Service Area. The motion passed unanimously.
Aye: 4 Nay: 0 Absent: 1

9.08 United Rentals Invoice

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to pay the invoice for purchase of a 2014 Dodge 2500. The motion passed unanimously.
Aye: 4 Nay: 0 Absent: 1

9.09 Summary Inflow and Infiltration (I&I) Plan

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the I&I Plan to submit to Western Lake Superior Sanitary District. The motion passed unanimously.
Aye: 4 Nay: 0 Absent: 1

9.10 Sewer Jetting and Televising Quote

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the quote submitted by Nelson Sanitation & Rental Inc. The motion passed unanimously.
Aye: 4 Nay: 0 Absent: 1

9.11 Generator Repair Quotes

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the quote submitted by Total Energy Systems, LLC. The motion passed unanimously.
Aye: 4 Nay: 0 Absent: 1

9.12 Cartway Request

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to issue an order setting a meeting date of March 8, 2022 for the Cartway Petition. The motion passed unanimously.
Aye: 4 Nay: 0 Absent: 1

10.00 Staff and Committee Reports and Recommendations

10.01 City Clerk Report – Carol Conway

January Activities

- Year End Reports
- W-2's & 1099's
- Sent out Ambulance Meeting Letters
- Start Medicare Ambulance Collection Data
- Submitted Pay Equity Report
- EV2 Charging Station Webinar
- Draft Short-term Rental Ordinance
- Report of Outstanding Indebtedness to County
- Attend MMUA Safety Training
- Unpaid Invoice Letters sent Out
- Audit
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Boxed up Year End Documents
- ❖ Updated Records Retention Schedule for items to be shredded in 2023

Carol Conway
Clerk/Treasurer

10.02 Fire Chief Report – Chief Derek Wolf

- Mutual aid agreement updated with chiefs' association - on going -
- Ambulance Study – So far so good. Received some questions about meeting
- Received DNR grant – going to order soon
- 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, working on collecting donations
- FF I&II class this winter
- Truck 616 – Received truck. Working on radio, and outfitting for department us
- Officer nominations.
- Garage door replacement on Fire Hall garage building

2022 Call Volume

False alarms:	33	Rescue:	4	Chimney Fire:	1	Vegetation Fires:	8
Transfers:	30	Accidents:	47	Structure Fires:	17	Other:	1
Lift Assists	15	Vehicle Fires:	10	Service Calls:	6	Hazardous Condition:	21
Medicals	724					Total:	917

10.03 Public Works Report – Derek Wolf

Water plant

- Water Sampling –
- camera change order - complete
- Working with Donohue for a quality control SOG
- Working with MDH on alternate well site

Highway 210 water line

- All water main is passed expect sunshine lane
- Roof leak in Booster station, plumbers back onsite
- FDL Properties hooked up

Twin Lakes

- Lift station monitoring
- Locates
- I&I Plan meeting and review
- Lift station upgrade quote review

City

- Pop cans for 4 seasons
- Hauling Snow and moving snow. Never seen recycle center this full.

- Equipment repairs.
- DNR Plan submission
- I&I Reporting
- Meeting with Northland Consulting
- Construction standard review

10.04 Building Official Report – Adam Schminski

January 2023

There were 5 new Building Permit applications in January 2023

1 project was completed with a final inspection

208 Chestnut Ave - Install New Entry Door at apartment building

- Completed 9 other inspections at various projects ongoing.
- 110 3rd St. - Salon Remodel/ Expansion
- 15 Vermilion St. - Repairs & Plumbing Repairs
- 700 1st St - Reroof of Garage
- PineView Apartment Repairs
- WLSSD Pump Station
- Lake Superior Community Health Care - Dental Office Expansion

Various calls with homeowners regarding generators, garages, new homes that will potentially be happening this summer.

10.05 Library Report – Bethany Leseman

January 2023

I did monthly reports, budget update, petty cash and timecards

I added and covered items as they came in

Daily chores and monthly CT14 to 28day change

Virus Scan on computers

Facebook updates

Organized and put away craft supplies

Condensed boxes of books for sale in closet

Worked on plans to re-organize collections & areas

Researched apps for scanning for AR levels

Worked on re-organization project

Submitted donation request to Irving for computer money

Grant proposal work with BSP

Ordered labeling supplies for AR levels & LYL mailer

Prepped for and attended FOL and Library Board meetings

B&T order for Jan. & Feb.

Winter Reading program info out

Repaired books

Decorated for LYL month

LYL printing & stuffing mailers

Cathie & Nicki:

LYL mailer stuffing

Adding items as they come in

Daily chores

Decorated for LYL month

Worked on re-organization project

Scanning and labeling/relabeling books

Changing book information in computer to reflect AR level & new label

10.06 Council Member Report

10.07 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Fire Department Bingo – Saturday, February 11, 2023

12.02 City Council Meeting: Wednesday, March, 8, 2023 @ 6:00pm

12.03 Local Board of Appeal & Equalization Open Book Meeting

April 10, 2023 from 9:30am to 3:00pm

Carlton County Courthouse

301 Walnut Avenue – Assessors Office

Carlton, MN 55718

13.00 Adjournment

A **Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to adjourn the meeting, the time being 7:03pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer