

Carlton City Council
Meeting Minutes
Wednesday, April 12, 2023

1.00 Call to Order & Pledge of Allegiance

Meeting was called to order by Acting Mayor, Heather MacDonald @ 6:00pm.

2.00 Roll Call

Council Present: Councilors: Brent Bodie, Ryan Schmidt and Dave Sobczak, Heather MacDonald

Council Absent: Mayor, Mike Soderstrom

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

Others Present: Brady Slater, Terry Setterquist

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the agenda with the following additions: **5.02 Terry Setterquist; 9.04 Zoning Changes; 9.10 Emergency Siren; 9.11 Wildland Fire Gear.** 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, March 8, 2023

4.02 Approval of Bills: Exhibit A dated April 12, 2023, in the amount of \$93,198.37 (\$31,159.95 electronic and \$62,038.42 by check).

4.03 Approval of Bills: Exhibit B dated April 12, 2023 presented at meeting in the amount of \$28,574.11 (\$21,228.29 electronic and \$7,345.82 by check).

4.04 Approval of Check Numbers: 35710 – 35773

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Frandsen Bank and Trust Credit Card Statement

4.08 Fund Balance Report

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve the consent agenda as presented. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations and Guests

5.01 Ryan Schmidt – 2022 Audit Presentation

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to accept the audit as presented. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

5.02 Terry Setterquist

Mr. Setterquist has concerns on his water/sewer bill. It is very high and he does not know what happened. He questioned if the meter could be reading incorrectly.

Public Works Superintendent Wolf will coordinate with Mr. Setterquist to verify the meter is working properly and to do a spot read.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Donation Request – Bulldog Spirit Club for All-Night Grad Party

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve a \$1,200.00 Charitable Gambling Donation to Bulldog Spirit Club for the All-Night Grad Party. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2023-12 Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2023-12 accepting donations to the Carlton Area Public Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2023-13 Resolution Accepting Score Grant to the City

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve Resolution 2023-13 accepting a grant to the City. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.03 Resolution 2023-14 Resolution Accepting MN OSHA Grant and Purchase of a Scissor Lift

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve Resolution 2023-14 accepting a grant to the City and to purchase a scissor lift from United Rentals. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 General Business

Unfinished Business

9.01 Ambulance Support

Another meeting will be scheduled to meet with all municipalities in the ambulance primary service area. Tentative date is set for Thursday, May 18, 2023 @ 6:00pm.

New Business

9.02 LG230 Gambling Application – VFW Post 2962

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the LG220 submitted by VFW Post 2962. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.03 2023 Quarter 1 Ambulance Write-Offs

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve 2023 Quarter 1 write-offs. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.04 Variance Application – Set Planning Commission Meeting & Public Hearing Date

A Planning Commission Meeting and Public Hearing will be held May 10, 2023 at 6:00pm.

9.05 Municipal Builders, Inc. Invoice

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to pay \$29,840.79. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.06 Discussion on Holmatro Auto Ex Tools

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to move forward with the purchase of used Holmatro Auto Ex Tools. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.07 Backhoe Tires

Tires were less than \$2,500.00, Council approval not required.

9.08 Jay Cooke State Park Cooperative Agreement

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to table this item. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.09 .gov Domain

Council directed Clerk Conway to start process of getting a .gov Domain.

9.10 Emergency Siren

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve repair of the Emergency Siren. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.11 Wildland Fire Gear

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve purchase of Wildland Fire Gear, not to exceed \$12,600.00. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk/Treasurer – Carol Conway

March Activities

- Annual Audit
- Webinars: DNR Flooding, Ground Ambulance Forum
- Cartway Recording Issues
- Start Assessment Policy
- Meet with City Engineer
- Was on vacation – March 19th – March 31
- 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.
- ❖ YUMA Updates
- ❖ Cemetery Records Updates
- ❖ Held down the fort while Carol was on vacation.

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. Need to decide next move
- Received DNR grant – going to order soon
- Discussion at relief meeting about increasing retirement amount. Would like to raise FD requirements and retirement to \$2150
- Wellness checks for department members – went well. Hope to make a regular option for members
- FF I&II class this winter – going good
- Truck 616 – waiting on letter
- Auto – ex tool. Had a breakdown. Getting repaired. Possible option to purchase another set

Run Volume:



CARLTON FIRE AND AMBULANCE
100 4th Street - PO Box 336, Carlton, MN 55718
(218) 384-4158

Call Breakdown - Incident Type and Township (Based on Fire Incidents)

Call Breakdown - Incident Type (based on fire reports)

Incident Type	Number of Runs	Percent of Total Runs
Alarm system activation, no fire - unintentional	4	1.77%
Alarm system sounded due to malfunction	1	0.44%
Breakdown of light ballast	1	0.44%
Building fire	3	1.33%
Cancelled en route	10	4.42%
Cancelled en route (Ambulance)	2	0.88%
Carbon monoxide incident	1	0.44%
False alarm or false call, other	2	0.88%
Fire in motor home, camper, recreational vehicle	1	0.44%
Fires in structure other than in a building	1	0.44%
Gas leak (natural gas or LPG)	1	0.44%
Medical assist, assist EMS crew (606 Report)	55	24.34%
Medical Call (Ambulance)	128	56.64%
Motor vehicle accident with injuries	2	0.88%
Motor Vehicle Accident with injuries (Ambulance)	1	0.44%
Motor Vehicle Accident with no injuries (Ambulance)	1	0.44%
Motor vehicle accident with no injuries.	3	1.33%
Passenger vehicle fire	2	0.88%
Power line down	1	0.44%
Search for person on land	1	0.44%
Sprinkler activation due to malfunction	1	0.44%
Transfer (Ambulance)	4	1.77%
Total:	226	100.00%

Report Criteria

Date: Is On or After 7/1/2022

Report ran by: Bergstedt, Erik on 04/03/2023

10.03 Public Works Report – Derek Wolf

Water plant

- Water Sampling –
- camera change order - working out camera issues. Software updates
- Working with Donohue for a quality control SOG – need to review
- Working with MDH on alternate well site.
- In-control finalizing computer updates and backup dialer
- Need to replace well transducer

Highway 210 water line

- Sunshine lane – need to complete
- Roof leak in Booster station. Need to investigate – waiting on contractor
- Booster station antenna quality control. Need to install new antenna – waiting for MN Power to install pole

Twin Lakes

- Lift station monitoring
- Water sampling
- Fixed Hydrant hit by plow
- Locates

City

- Pop cans for 4 seasons
- Hauling Snow and moving snow.
- Equipment repairs.

- 05 to Duluth for repairs.
- Working on sewer lining
- MNWARN updating, mock incident
- Updating GIS
- Travis sewer test in March
- Phil CDL hopefully soon
- Pulled clogged pump in south terrace
- Water meter issues at meter pit
- Need rear tires on backhoe

10.04 Building Official Report – Adam Schminski -B0760833

March 2023

- There were 0 new Building Permit applications in March 2023
- Completed 1 Permits / Closed 1 Project
- 201 Chestnut Avenue - Salon Expansion.
- Completed 4 Inspections throughout March 2023
- 201 Chestnut Avenue - Final Inspection, Final Plumbing Inspection
- WLSSD Pump Station - Foundation Wall Inspection, Partial Foundation Inspections
- Plan set approval/ review of WLSSD Pump Station Building.
- Several phone calls regarding new 2023 HVAC permits and bathroom remodel permit requirements.

10.05 Library Report – Bethany Leseman

March 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
- I updated the LYL totals as checks came in
- Facebook updates
- Worked on re-organization project
 - Scanning and labeling/relabeling books
 - Changing book information in computer to reflect AR level & new label
 - Moved bookshelves
 - Drilled additional holes in bookshelf
 - Cut additional shelving to fit bookshelves
- B&T orders
- Friends of the Library meeting prep
- Friends of the Library meeting and clean up
- Annual Library Report

Cathie & Nicki:

- Adding items as they come in
- Daily chores
- 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

Councilor Bodie reported on damage done to Four Season's Arena when snow and ice fell from roof. An insurance claim has been filed. The hockey board is working on getting quotes for repairs.

10.07 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Regular Council Meeting – May 10, 2023 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to adjourn the meeting, the time being 7:29pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer