

**Carlton City Council
Meeting Minutes
Wednesday, May 10, 2023**

1.00 Call to Order & Pledge of Allegiance

Meeting was called to order by Mayor Mike Soderstrom @ 6:00pm.

2.00 Roll Call

Council Present: Mayor: Mike Soderstrom, Councilors: Brent Bodie, Dave Sobczak, Heather MacDonald

Council Absent: Councilor Ryan Schmidt

Staff Present: Clerk/Treasurer, Carol Conway; Public Works Superintendent: Derek Wolf; City Engineer, Trent Prigg; Building Official, Adam Schminski

Others Present: Terry Setterquist, Denise Coleman Lyng

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the agenda with the following additions: **9.09 Seasonal Worker**. 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, April 12, 2023

4.02 Approval of Bills: Exhibit A dated May 10, 2023, in the amount of \$158,644.94 (\$49,987.23 electronic and \$108,657.71 by check).

4.03 Approval of Bills: Exhibit B dated May 10, 2023 presented at meeting in the amount of \$9,960.77 (\$0.00 electronic and \$9,960.77 by check).

4.04 Approval of Check Numbers: 35774 – 35844

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 Bodie and seconded by Councilor MacDonald to approve the consent agenda as presented. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations and Guests

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to suspend the Regular Council Meeting and Open the Planning Commission Meeting/Public Hearing @ 6:07pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

6.00 Public Hearings/Planning Commission Meeting

6.01 Changes to the Zoning Map

6.02 Changes to the Size of Accessory Buildings

See Planning Commission Minutes Dated May 10, 2023.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to Close the Planning Commission Meeting/Public Hearing and Re-open the Regular Council Meeting @ 6:13pm.

The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

7.00 Petitions, Communications and Correspondence

7.01 Donation Request – Carlton Community Education for STEM Camp

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve a \$1,000.00 Charitable Gambling Donation to Carlton Community Education for STEM Camp. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2023-15 Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2023-15 accepting donations to the Carlton Area Public Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2023-16 A Planning Commission Report Recommending Approval of a Zoning Map Amendment; and a City Council Resolution Approving the Amendment.

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve Resolution 2023-16 Accepting the Recommendation of the Planning Commission and Approving the Map Amendment. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.03 Ordinance No. 213: An Ordinance to Amend Chapter 9, Part 3; Maximum Size of an Accessory Structure in a Residential Zoning District

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve Ordinance No. 2013 Amending the size of accessory structures in Residential Zoning Districts. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 General Business

Unfinished Business

9.01 Ambulance Support

Meeting date is set for Thursday, May 25, 2023 @ 6:30pm.

9.02 Terry Setterquist – Water/Sewer Bill

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve an adjustment of \$1,622.88 to sewer usage charges. Outside spicket was left on so water did not go down the sanitary sewer drain. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.03 Jay Cooke State Park Cooperative Agreement between State of Minnesota and City of Carlton

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Jay Cooke State Park Cooperative Agreement between State of Minnesota and City of Carlton. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

New Business

9.04 Cured-in-Place Pipe Lining Agreements with Carlton County and City of Wrenshall

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Plans and Specs for the Sewer Lining Project. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.05 Maintenance Agreement for Sewer Lift Station and Sewer Line

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approved the Maintenance Agreement with the addition of a \$50.00 to the agreement. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.06 Late Fee Forgiveness – Account 4042

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve removing \$45.00 in late fees and to not accrue additional late fees. The remaining balance will be assessed in November of 2023. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.07 Pay Increase for Travis Polo – Sewer Certification

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve a pay raise of \$1.00 per hour upon completing the Sewer Certification process. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.08 Final Payment (\$2,195) to MBI and Start Closeout Process with PFA

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to issue final payment of \$2,195.00 to MBI for Change Order 10 and to close out PFA Loan/Grant. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.09 Seasonal Worker

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to advertise for a Seasonal Worker, 16-20 hours per week, Wage up to \$15.00 per hour. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk/Treasurer – Carol Conway

April Activities

- Update Ambulance Payor Information
- 2013 – 2015 Merger Research
- Send Ambulance Info to Pine Knot News
- Enter Information in Ground Ambulance Data Collection System (Medicare)
- Zoning Research
- Submit PFA Disbursement Request
- Start .gov Process
- Legal Postings to Newspaper and affected Residents
- Work Step Plan
- 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.
- ❖ Posted Water Week Drawings on Website
- ❖ Entered Water Test Results into Excel
- ❖ Updated Water Billing Instructions

10.02 Fire Chief Report – Chief Derek Wolf

Water plant

- Water Sampling –
- camera change order - Complete
- Working with Donohue for a quality control SOG – need to review
- Working with MDH on alternate well site. Donohue putting RFP together
- In-control finalizing computer updates and backup dialer - complete
- Need to replace well transducer- complete
- All water pending items are finally complete

Highway 210 water line

- Sunshine lane – need to complete
- Roof leak in Booster station. - repaired
- Booster station antenna quality control. – complete, antenna installed.
- All pending work complete expect transfer switches

Twin Lakes

- Lift station monitoring
- Water sampling
- Fixed Hydrant Komoko drive and MNDOT
- Justice Center sewer main
- Locates

City

- Pop cans for 4 seasons
- Working on sewer lining
- Updating GIS
- Water meter issues at meter pit - complete
- Need rear tires on backhoe – complete
- Hauling lots of brush
- Fixing sod
- Need to work at Cemetery to prep for spring burials
- Selling water to WLSSD for storage tank
- Hydrant repair

10.04 Building Official Report – Adam Schminski -B0760833

April 2023

-There were 7 new Building Permit applications in April of 2023

- Foundation Repairs/ Alterations - DBS
- 2 Siding / Roof Reconstruction - Great Lake Roofing
- Interior Remodel, Change of Occupancy - SF Home Dalles Avenue
- Bathroom Remodel - Dalles Avenue
- Window Replacement in a SF Home - Your Home Improvement Co.
- Interior Renovations of a SF Home - Brucklemeyer Brothers.

- Completed 2 Inspections

- ✓ WLSSD Pump Station Slab Inspection
- ✓ Foundation Repair Inspection with DBS

- Reviewed Accessory Structure Ordinance Changes with Carol Conway
- Site visits to 2 projects that work had begun without proper permitting. These projects have now been issued building permits for ongoing work.
- Assisted a developer with code consultation for a Commercial Remodel.
- Consultation with a developer regarding possible construction and required architectural and engineering plans for a future housing development.

10.05 Library Report – Bethany Leseman

April 2023

- I did monthly reports, budget update, petty cash and timecards
- I added and covered items as they came in

- book information in computer to reflect AR level & label
- book repairs as needed
- Daily chores and monthly CT14 to 28day change
- I updated the LYL totals as checks came in
- Facebook updates
- Computer and laptop research
- B&T orders and invoice updates in computer and to City
- Bought two new computer towers to replace one that doesn't work and another that is consistently slow
- Bought new laptop to replace old one that only works when it wants to
- Epson printer maintenance
- Purchase Orders to City and Friends of the Library for Junior Library Guild subscriptions

Cathie & Nicki:

- Adding new and donated items as they come in
 - book information in computer to reflect AR level & label
- Daily chores
- Added reply postcard to ALS take and make project kit

10.06 Council Member Report

Councilor Bodie reported it has been brought to his attention that the Carlton Amateur Hockey Association Articles of Incorporation need to be update. The CAHA board will look into this.

10.07 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Ambulance Meeting: Thursday, May 25, 2023 @ 6:30pm

Carlton County Transportation Building, 1630 County Road 61, Carlton MN 55718

12.02 Office Closed for Memorial Day on Monday, May 29, 2023

12.03 MS 150 Bike Race: Saturday, June 10, 2023 – all day at DNR Park

12.04 Regular Council Meeting: Wednesday, June 14, 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 6:53 pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer