

# Carlton City Council

## Meeting Minutes

### Wednesday, June 14, 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;

**Others Present:** Arne Wuorinen, Tracy Moehrke

#### 3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the agenda with the following deletion and additions. **Delete: 5.03 Willows Edge/Lift Station Agreement; Add: 9.12 Ball Fields at Four Seasons, 9.13 Cemetery Plot Buy-back, 11.02 Auto Ex Tools.** 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, May 10, 2023; Public Hearing Planning Commission Meeting, May 10, 2023

**4.02 Approval of Bills:** Exhibit A dated June 14, 2023, in the amount of \$122,153.85 (\$52,357.89 electronic and \$69,795.96 by check).

**4.03 Approval of Bills:** Exhibit B dated June 14, 2023 presented at meeting in the amount of \$34,546.35 (\$12,799.29 electronic and \$21,747.06 by check).

**4.04 Approval of Check Numbers:** 35845 – 35898

**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 with a change to Exhibit A: Municipal Builders should be \$2,195.00. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

#### 5.00 Presentations and Guests

**5.01 Ryan Spears – Speeding on Dalles Avenue.**

Mr. Spears was not at the meeting. Mayor Soderstrom said Carlton County Sheriff's Department has done speed patrol on Dalles Avenue. With the speed sign and patrolling he does not know what more can be done.

**5.02 Arne Wuorinen – Property Split (Informational Only)**

## ~~5.03 Willows Edge Owners — Lift Station Agreement~~

### 6.00 Public Hearings/Planning Commission Meeting

### 7.00 Petitions, Communications and Correspondence

#### 7.01 Minnesota State Demographer

April 1, 2022 population estimate is 969

April 1, 2022 household estimate is 426

#### 7.02 Thank you from Carlton Community Education

For Charitable Gambling Donation for the Father/Daughter Ball.

### 8.00 Ordinances, Resolutions and Policies

#### ~~8.01 Resolution 2023-17 Resolution Accepting the Dedication of a Sewer Lift Station and Connecting Force Main.~~

#### 8.02 Resolution 2023-18 A Resolution Designating a Handicapped Parking Space

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2023-18 Designating a Handicapped Parking Space. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

### 9.00 General Business

#### Unfinished Business

#### 9.01 Ambulance Support

#### New Business

#### 9.03 Request for adjustment to sewer charges.

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to adjust the sewer usage, for account #3903, to average usage for the month of June. An outside shut off valve burst so the water did not go down the sanitary sewer. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

#### 9.04 Pitney Bowes Lease Agreement

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approved the five (5) year lease agreement with Pitney Bowes. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

#### 9.05 Certificate of Deposit (CD) Renewal

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to a renew the CD at Woodlands National Bank for a six-month period. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

#### 9.06 Correction of February 8, 2023 Meeting Minutes

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to correct 5.01 of February 8, 2023 Meeting Minutes. Correction is as follows: *A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve an extension of the variance approved on (March) February 9, 2022.* The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

#### 9.07 Western Lake Superior Sanitary District (WLSSD) Agreement

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

Aye: 4      Nay: 0      Absent: 1

#### 9.08 Seasonal Worker

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve hiring Adam Blesener and Carl Amundson as seasonal workers. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **9.09 Holden Electric Proposal**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the bid proposal, not to exceed \$11,350.00, submitted by Holden Electric for generator installation at the Fire Hall. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **9.10 Cannabis (Random Drug Screens)**

Waiting until more information is available before changing policy.

#### **9.11 Summer Watering**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to adjust sewer usage to average usage for outside watering during summer months. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **9.12 Four Seasons Ball Fields/Dump Truck**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve use of a city dump truck to haul aglime for the baseball fields at Four Seasons Sports Complex. Baseball organization will reimburse for drivers' time and fuel usage. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **9.13 Cemetery Plot Buy-Back**

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

**Aye: 4      Nay: 0      Absent: 1**

### **10.00 Staff and Committee Reports and Recommendations**

#### **10.01 Clerk/Treasurer – Carol Conway**

##### **May Activities**

- Cemetery Burials, Sales, Deeds
  - CAHA By-Lay Updates
  - Meet with Willows Edge Owners about lift station
  - Ambulance Postcard
  - Ordinance Updates
  - State Fuel Tax Reimbursement
  - Prepare for Ambulance Meetings
  - Review Agreements (Willows Edge, WLSSD, Jay Cooke)
  - Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)
- ◇ Step Plan
  - ◇ Work Comp Audit

##### **Jodie**

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Started a Blog on Website
- ❖ Helped with Ambulance Postcard Mailing
- ❖ CAHA Payroll Reporting

#### **10.02 Fire Chief Report – Chief Derek Wolf**

- Mutual aid agreement updated with chiefs association - on going – Waiting for KR and Cromwell.
- Ambulance Study – waiting for response and direction to move forward
- Received 2022 DNR grant – ordered
- FF I&II class this winter – complete
- Truck 616 – waiting on letter
- Prepping concrete pad for generator
- Business as usual - busy

#### **10.03 Public Works Report - Derek Wolf, Public Works Superintendent**

#### **Water plant**

- Water Sampling –
- camera change order – had to replace a camera, in process
- Working with Donohue for a quality control SOG – need to review
- Working with MDH on alternate well site. Donohue putting RFP together

#### **Highway 210 water line**

- Sunshine lane – need to complete
- Working on Hy-max repair couplings. Warranty on 3, hope to replace 1.
- Booster station antenna quality control. – complete, antenna installed.
- All pending work complete expect transfer switches

#### **Twin Lakes**

- Lift station monitoring
- Lift station concrete for new panel
- Water sampling
- Justice Center sewer main
- Locates
- Sewer Cleaning

#### **City**

- Pop cans for 4 seasons
- Working on sewer lining
- Updating GIS
- Hall brush and Carlton C
- Installed MH91 (big job for us, went well)
- Met with engineer and developer about Sunrise Drive
- Installing Sunrise Dr. MN
- Installing concrete for FD generator pad
- Mowing, burials
- Interview seasonal workers
- Warranty work on trucks
- Sewer cleaning week 6-12/2023

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### **10.04 Building Official Report – Adam Schminski -B0760833**

May 2023

#### There were 6 new Building Permit applications in May 2023

- Siding Remove & Replace 517 Stine Ave.
- Window/ Door Replacement 145 Vermillion St.
- Foundation Waterproofing 3 County Rd. 1
- Reroof Permit 301 Walnut
- Fence Permit 438 2nd St.
- New SF Home on Dalles Ave.

#### Completed the following Inspections

- Framing Inspection - 5 Vermillion Remodel
- Window/ Door Replacement - 145 Vermillion St.
- Siding/ Window Replacement - 80 Dalles Ave.

Throughout the month of May completed Consultations and Correspondence with Various Homeowners/ Business Owners regarding future/ pending projects.

- New SF Home Dalles Ave.
- Bethesda Church - Exterior Concrete and flatwork Improvements
- Dalles Ave. New Garage Correspondence
- Fence project on School Ave.
- Attended the May 10th City Council Meeting where the discussion took place regarding accessory structures and zoning regulations.

### **10.05 Library Report – Bethany Leseman**

May 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
- Weeding and deleting of items not checked out since 2018
- Friends of the Library meeting prep, meeting and clean up
- Summer programing information out
- COMPASS meeting
- Summer reading program bookmarks made, printed, cut and delivered to schools (South Terrace, Wrenshall, Carlton MS/HS, Esko schools)
- Fixed the library flag and put it out
- Dropped off books donated from the VSO sale (Volunteer Service Organization – Cloquet Hospital)
- Organized the book closet
- Facebook updates

Cathie & Nicki:

- Adding new and donated items as they come in
  - book information in computer to reflect AR level & label
  - Daily Chores
- Weeding and deleting of items not checked out since 2018

## 10.06 Council Member Report

## 10.07 Mayor Report

## 11.00 Recap Action Items

### 11.01 .gov

Council decided to not move forward with converting to a .gov at this time.

### 11.02 Auto Ex Tools

Council directed Chief Wolf to ask Fire Relief Association to contribute to the purchase of the Auto Ex Tools.

## 12.00 Upcoming Meetings and Events

12.01 Office Closed: Monday, June 19, 2023

12.02 Sewer Lining Bid Opening: Thursday, June 29, 2023 @ 10:00am

12.03 Office Closed: Tuesday, July 4, 2023

12.04 Regular Council Meeting: Wednesday, July 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 7:32 pm. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

Respectfully Submitted,

*Carol Conway*

Carol Conway  
Clerk-Treasurer