

Carlton City Council

Meeting Minutes

Wednesday, July 12, 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, Ryan Schmidt

Council Absent:

Staff Present: Clerk/Treasurer, Carol Conway; Public Works Superintendent: Derek Wolf;

Others Present: Arne Wuorinen, Gina Wuorinen, Brady Slater, Dwain Meyer, Allan Axtell, Denise Coleman Lyng

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 additions: **7.03 Willows Edge Lift Station, 9.11 Peddler Application.** 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, June 14, 2023.

4.02 Approval of Bills: Exhibit A dated July 12, 2023, in the amount of \$342,175.21 (\$107,889.92 electronic and \$234,285.29 by check).

4.03 Approval of Bills: Exhibit B dated July 12, 2023 presented at meeting in the amount of \$16,041.54 (\$13,701.07 electronic and \$2,340.47 by check).

4.04 Approval of Check Numbers: 35899 – 35961

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 MacDonald 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 and Guests

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to close the Regular Council Meeting and open the Planning Commission/Public Hearing. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to close the Planning Commission/Public Hearing and re-open the Regular Council Meeting. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

6.00 Public Hearings/Planning Commission Meeting

6.01 Variance Request for 229 Sugar Maple Lane (see separate minutes)

7.00 Petitions, Communications and Correspondence

7.01 2023 Legislative Updates affecting City

7.02 WLSSD Inflow & Infiltration Program Assessment

7.03 Communication from Willows Edge on Lift Station

Owners of Willows Edge contacted Public Works Superintendent Derek Wolf informing him they would still like the city to take ownership of the lift station. They are offering to purchase a pump to have on hand and to pay a \$100 monthly fee. Council directed Clerk Conway to make the changes to the contract and to add to the August agenda.

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2023-19: Resolution Affirming Motion for Plans and Specifications and Ordering Advertisement for Bids

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2023-19 Affirming Motion for Plans and Specifications and Ordering Advertisement for Bids. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2023-20: Resolution Adopting Finding of Fact and Reasons for Variance Application

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to table Resolution 2023-20 Finding of Fact and Reasons for Variance. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Project Updates

9.01 Sewer Lining Contract Approval

Insituform Technologies USA, LLC was the only bid received for the sewer lining project. The total amount of the bid is \$388,878.64, with the City of Carlton portion being approximately \$192,000. The remaining amounts will be billed to Carlton County and the City of Wrenshall for their portion of the project.

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the contract with Insituform Technologies USA, LLC for cured in place Pipe Lining. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Unfinished Business

9.02 Ambulance Support

The first ambulance committee meeting will be held on August 23, 2023 @ 10:00am. The following townships will be invited to participate: Mahtowa, Twin Lakes, Thomson, Silver Brook, Sawyer Unorganized and City of Carlton. If the other townships/city decide to contribute at the requested amount they will be invited to join the committee also.

9.03 Cemetery Plot Buy-Back

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

Aye: 5 Nay: 0 Absent: 0

New Business

9.04 Longevity Incentive Program

This program will be added to the personnel policy to be approved at the August Regular Council meeting.

9.05 Training Tables.

Clerk will order four (4) tables.

9.06 Dump Truck

Nothing to report

9.07 Test Well

Council directed Public Works Superintendent to move forward with getting a quote for installation of a test well.

9.08 Four Seasons Sports Complex Damage

Project will have to go out for competitive bidding. An architect will have to be brought on board.

9.09 Supplemental Liquor License Applications

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the Supplemental Liquor Licenses submitted by Carlton VFW and Third Base Bar. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.10 National Night Out Postcards

Council directed office staff to send out a public alert, put on Facebook page and City website.

9.11 Peddler Application

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the peddler application for the sale of educational books. The motion passed unanimously.

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk/Treasurer Report – Carol Conway

June Activities

- | | |
|--|--------------------------|
| ➤ Summer Maintenance Position Interviews | ● Attend Webinars |
| ➤ Update Chapter 9 City Code | ● Fire Budget |
| ➤ EMSRB Cost Collection Reporting | ● New Hire Information |
| ➤ Update Cemetery Books | ● CAHA By-laws |
| ➤ Zoning Endorsement Letter/Zoning Questions | ● First Report of Injury |
| ➤ Letter to South Terrace Residents/Lift Station | |
| ➤ 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.
- ❖ Consumer Confidence Report Postcards
- ❖ Set up new Postage Machine
- ❖ Update YUMA

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
- Truck 616 – waiting on letter
- Prepping concrete pad for generator – complete
- Carlton Daze prep
- Rescue in the Park looking for lost child
- Staff attended funeral for Deb Slatten of St. Louis Rescue Squad



Call Breakdown - Incident Type (based on station reports)

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	17	3.92%
Grass Fire	6	1.38%
Hazardous Conditions (CO alarm, smell of gas, etc.)	8	1.84%
Medical	349	80.41%
MVC	21	4.84%
Other	5	1.15%
Public Assist	1	0.23%
Rescue	5	1.15%
Structure Fire	10	2.30%
Transfer	8	1.84%
Vehicle Fire	4	0.92%
Total: 434		Total: 100.00%

Report Filters

Activity/Training Start Actual Date: is between '01/01/2023' and '06/30/2023'

Report Criteria

Activity/Training Category: Is In Station Report

Report ran by: Bergstedt, Erik on 07/05/2023

Respectfully Derek Wolf – Fire Chief

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.
- All pending work complete expect transfer switches

Twin Lakes

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

City

- Pop cans for 4 seasons
- Working on sewer lining
- Updating GIS
- Installed MH 94 & 95
- Tapped water main for new water services
- Met with engineer and developer about Sunrise Drive – sewer main extension
- Installing concrete for FD generator pad - completed
- Mowing, burials
- Warranty work on trucks – completed
- Planting grass, playing catch up
- Carlton Daze Prep
- Blacktop patch on North Avenue
- Sewer Lining Bid Opening
- Dump Truck Research

10.04 Building Official Report – Adam Schminski -B0760833

June 2023

There were 6 new Building Permit applications in June 2023

- 4 New Fence Permits
 - 431 2nd St. - 525 Stine Drive
 - 322 Walnut Avenue - 410 School Avenue
- 1 New Garage Application – 60' x 40' Detached Garage for Derek Wolf
- Assisted a homeowner who is building a new SF Home with curb cut and utility questions for the New SF Home on Dalles Ave.
- Assisted Bethesda Church with questions regarding stoop/ Entry Replacement and Work within right of way.
- Site Visits/ Inspections at a residence on 1st Street and Birch Avenue for work without permits.

10.05 Library Report – Bethany Leseman

June 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
- Facebook updates
- I set up one of the new towers and added Deep Freeze, Total AV and a patron account in the Activity Room
- Had a lawn game day
- Put take and make kits away from ALS
- Emailed Carlton Chamber and Carlton Community Ed about adding library and Friends of the library activities to their future advertising
- Answered staff questions while here to set up, attend and clean up after a legacy program
- Ordered books from B&T for July/August

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
- Started moving adult paperbacks into the adult hardcover collection

10.06 Council Member Report

10.07 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Carlton Daze Weekend, Friday, July 28 – Sunday, July 30, 2023

12.02 Fire Board Meeting, Wednesday, August 2, 2023 @ 6:00pm

12.04 Regular Council Meeting: Wednesday, August 9, 2023 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to adjourn the meeting, the time being 7:21 pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway

Clerk-Treasurer