

# Carlton City Council Meeting Minutes Wednesday, August 9, 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 and Fire Chief: Derek Wolf; Deputy Clerk, Jodie Johnson

**Others Present:** Cliff Langley

## 3.00 Approve Agenda (Agenda Additions/Deletions)

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve as presented. 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, July 12, 2023; Planning Commission/Public Hearing, July 12, 2023 and Special Meeting, July 24, 2023.

**4.02 Approval of Bills:** Exhibit A dated August 9, 2023, in the amount of \$53,242.42 (\$19,674.41 electronic and \$33,568.01 by check).

**4.03 Approval of Bills:** Exhibit B dated August 9, 2023 presented at meeting in the amount of \$50,923.60 (\$33,329.60 electronic and \$17,594.00 by check).

**4.04 Approval of Check Numbers:** 35962 – 36015 (Void 35988)

**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 Schmidt to approve the Consent Agenda with the following corrections: add July 12, 2023 Planning Commission/Public Hearing Minutes, July 24, 2023 Special Meeting Minutes, they were included in the Agenda Packet. Correct Meeting Minutes, July 12, 2023, Exhibit A, electronic checks amount was \$107,889.92. The motion passed unanimously.

**Aye:** 5      **Nay:** 0      **Absent:** 0

## 5.00 Presentations and Guests

### 5.01 Cliff Langley

Swiftwater Adventures would like to open a Kids Outdoor After School Care Program on property located in a R-1 Residential Area, they are anticipating a group of 20 – 30 kids each day. Ages would range from approximately 8 years old to 14 years old. Current City Code/Ordinance only allows for 12 children in a home daycare setting in an R-1 Residential District.

**A Motion** was made by Councilor Schmidt and seconded by Councilor Sobczak to start the process of changing the current Ordinance to allow for more than 12 children, as an Interim Use, in Residential Districts. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **6.00 Public Hearings/Planning Commission Meeting**

## **7.00 Petitions, Communications and Correspondence**

### **7.01 Thank you form Carlton Community Education – STEM Camp Jr & STEM Camp**

## **8.00 Ordinances, Resolutions and Policies**

### **8.01 Resolution 2023-21: Resolution Accepting a Grant from Firehouse Subs Public Safety Foundation**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve Resolution 2023-21 accepting a grant from Firehouse Subs Public Safety Foundation. The motion passed unanimously

**Aye: 4      Nay: 0      Absent: 0**

### **8.02 Resolution 2023-22: Resolution Accepting Donations to the City**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie approving Resolution 2023-26 accepting donations to the Carlton Area Library. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **8.03 Resolution 2023-23: Resolution Designating the Polling Place for the City of Carlton**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald approving Resolution 2023-23 Designating the Polling Place for the City of Carlton. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **9.00 General Business**

### **Project Updates**

#### **9.01 Sewer Lining**

Pipe Detectives will be starting sanitary sewer pipe cleaning on August 10, 2023, as part of the Cured in Place Sewer Lining Project. The RFP that went out, and the contract that was approved, did not include cleaning portions of sewer pipe that are not part of the sewer lining project. Public Works Superintendent Wolf would like to have all sewer pipe in Basin 4 cleaned so it is all on the same cleaning rotation. Pipe detectives was contacted for a price and quoted \$2.40 per foot for cleaning and televising the portion not included in the RFP. The quote also includes a mobilization charge of \$650.00 and traffic control charge of \$300.00. If Pipe Detectives will remove those charges Council gave permission to have them do the additional cleaning, if they will not remove the charges then have the additional cleaning done by Nelson's & Son's. They quoted \$1.40 per foot and will be cleaning Basin 5 the week of August 14, 2023.

Council directed Clerk Conway to bill Carlton County and City of Wrenshall 75% of their portion of the Cured in Place Pipe Lining Project so when invoice are received, they can be paid in a timely manner.

### **Unfinished Business**

#### **9.02 Ambulance Support**

- Ambulance Professional Agreement

Council directed Chief Wolf to verify the \$15,000 is a not to exceed amount, which includes the "Additional Services" amounts included in the agreement. If they are included Council approves moving forward.

#### **9.03 Sugar Maple Lane Variance**

Council set September 13, 2023 to have a Planning Commission Meeting/Public Hearing for the Sugar Maple Lane Variance.

#### **9.04 Sewer Lift Station and Sewer Lining Agreement**

Agreement will be signed and go into effect at the September 13, 2023 Regular Council Meeting, if a pump has been purchased and a letter is received from Willows Edge, LLC gifting the pump and the lift station to the City.

#### **9.05 Four Seasons Damage.**

Waiting on report from Structural Engineer.

### **New Business**

#### **9.06 Sewer Charges Forgiveness**

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to adjust the sewer charges for account #604 to average usage. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

#### **9.07 Election Judge Wages for 2024**

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to pay 2024 Election Judges \$12.00 per hour. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

#### **9.08 Annual Transfers**

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the following transfers: Fire Fund to Fire Capital: \$47,000; General Fund to Public Works Capital: \$47,000; General Fund to Ambulance Fund: \$19,575; Fire Fund to 2020A Improvement Fund: \$33,478; Ambulance Fund to 2020A Improvement Fund: \$50,217. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

#### **9.09 Liquor at the Fire Hall**

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve liquor at the Fire Hall on September 9, 2023 for the Steak Fry. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

#### **9.10 Water/Sewer Utility Late Fees**

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to refund late fees to those residents who made timely payments (per date on bank check) but checks were received after the due date. Also, change billing system to allow for a 30-day grace period. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

#### **9.11 2024 Preliminary Budget**

Budget meeting is scheduled for September 13, 2023 @ 5:00pm.

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

#### **July Activities**

- Follow up on Ambulance Support
- Review Earned Sick and Safe Time Requirements
- Bid Opening for Sewer Lining Project
- Research Four Seasons Property Transfer to City
- Install Carbonite on Ambulance Computer
- LMC Compensation and Benefits Survey
- Weed Flowers at City Hall
- Updated Willows Edge Lift Station Agreement
- PERA Webinar, EMSight Training (Ambulance Billing)
- Update Personnel Policy
- 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.
- ❖ National Night Out Project
- ❖ Submit Quarter 2 Reports
- ❖ EMSight Training

### 10.02 Fire Chief Report – Chief Derek Wolf

- Mutual aid agreement updated with chiefs association - on going – Waiting for KR and Cromwell.
- Ambulance Study – Committee meeting on August 23rd
- Received 2022 DNR grant – ordered
- Carlton Daze – great turn out for City! Lots of people in town went through 800 hotdogs. Not major incidents.
- Budget Review
- Fire board meeting
- Fire lane discussion with justice center
- Meeting with sheriffs off to discuss Jay Cooke Park calls
- Carlton County Fair
- Esko parade
- Attended a Hazmat class put on by Chemstar



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

Call Breakdown - Incident Type (based on station reports)

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	18	3.50%
Grass Fire	7	1.36%
Hazardous Conditions (CO alarm, smell of gas, etc.)	8	1.55%
Medical	415	80.58%
MVC	22	4.27%
Other	5	0.97%
Public Assist	2	0.39%
Rescue	8	1.55%
Structure Fire	13	2.52%
Transfer	9	1.75%
Vehicle Fire	8	1.55%
Total: 515		Total: 100.00%

Respectfully Derek Wolf – Fire Chief

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

#### Water plant

- Water Sampling –
- camera change order – Complete
- Working with MDH on alternate well site. – Need to send out RFP

#### Highway 210 water line

- Working on Hy-max repair couplings. - complete
- All pending work complete expect transfer switches

#### Twin Lakes

- Lift station monitoring
- Blacktop patching
- Air release replacement
- Scheduled lift station replacement
- Water sampling
- Locates

#### City

- Pop cans for 4 seasons
- Working on sewer lining. Should be completed by Sept 30
- Mowing

- Burials
- Installing Markers
- Carlton Daze prep – went well, lots of people in town. Town looked good, lots of work from staff
- Lift station cleaning, and sewer main cleaning coming up.
- Truck repairs on 05. New turbo and Phil welded new mud flaps
- Hydrant flushing in August
- Tree removal at cemetery
- Budget review

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

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July 2023

- There were 4 new Building Permit applications in July 2023 - All Requiring Plan Reviews
- Garage rebuild due to collapse on 2nd St.
- New Garage - 10 Almar Dr.
- Sunrise Dr. - New Twinhome
- New Bookstore Remodel - Tenant Build Out 110 3rd St.
- Completed Several Inspections at Various Projects
- Foundation Inspections at 10 Almar Dr. Garage
- Foundation and Plumbing Inspections at Sunrise Dr. Twinhomes
- Foundation, Framing, Final Inspections at 2nd St. Garage
- I met at the VFW with various interested parties regarding a cooler addition at the VFW - discussing permitting requirements, engineering requirements and expectations for permitting documents.

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

July 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
- Activity room offerings on activity room door
- Street facing window advertising
- Friends of the Library meeting prep
- Patron help and ordering
- Moving book collections
- Friends of the Library meeting and clean up
- Corrupted file troubleshooting
- Carlton Daze phone calls
- Ordered signs for advertising
- Set up for Friends of the Library book sale and basket auction
- Printing for legacy program and float
- Worked Friends of the Library book sale and kept bids up to date for basket auction
- Started clean up from book sale
- Answered staff questions while here to set up, attend and clean up after a legacy program

Cathie & Nicki:

- Adding new and donated items as they come in
  - book information in computer to reflect AR level & label
- Daily chores
- Worked on moving adult paperbacks into the adult hardcover collection
- Worked Friends of the Library book sale and kept bids up to date for basket auction
- Carlton Daze phone calls

#### **10.06 Council Member Report**

#### **10.07 Mayor Report**

Members of the community have reached out to express their concern about cannabis being smoked in public areas such as parks and on sidewalks. Council directed Clerk Conway to see how other communities are addressing this issue.

**11.00 Recap Action Items**

**12.00 Upcoming Meetings and Events**

12.01 Ambulance Advisory Committee Meeting: Wednesday, August 23, 2023 @ 10:00am

12.02 Labor Day: Monday, September 4, 2023 – Office Closed

12.03 Regular Council Meeting: Wednesday, September 13, 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 7:22 pm. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

Respectfully Submitted,

*Carol Conway*

Carol Conway  
Clerk-Treasurer