

**Carlton City Council
Meeting Minutes
Wednesday, September 13, 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: Arne Wuorinen, Gina Wuorinen, Ben Nilsen, Tommy Jacobson, Garrett Envall

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the agenda with the following additions: 7.01 Department of Health Notification; 9.04 Proposal from RW Fern Associates Inc.; 9.09 Test Well Quotes. 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, August 9, 2023.

4.02 Approval of Bills: Exhibit A dated September 13, 2023, in the amount of \$152,039.99 (\$52,187.87 electronic and \$99,852.12 by check).

4.03 Approval of Bills: Exhibit B dated September 13, 2023 presented at meeting in the amount of \$8,142.68 (\$1,505.97 electronic and \$6,636.71 by check).

4.04 Approval of Check Numbers: 36016 - 36074

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: 5 Nay: 0 Absent: 0

5.00 Presentations and Guests

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to suspend the Regular Council Meeting and open the Public Hearing /Planning Commission meeting, the time being 6.04pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

6.00 Public Hearings/Planning Commission Meeting

6.01 229 Sugar Maple Lane Variance Application

After reviewing all information presented for and against the parcel split the Planning Commission is recommending approval of the Variance Application and to allow the parcel to be split.

6.02 Change to the Zoning Ordinance

No residents were present for the Public Hearing on the change proposed to the Zoning Ordinance. The change would allow 13 -25 persons in an afterschool/daycare program upon approval of an Interim Use Permit. The Planning Commission is recommending the Zoning Ordinance be changed to allow this use with an Interim Use Permit.

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to Close the Public Hearings/Planning Commission Meeting and re-open the Regular Council Meeting, the time being 6:09pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.00 Petitions, Communications and Correspondence

7.01 Lead and Copper Tap Water Monitoring Report from Minnesota Department of Health

Per the report the Carlton public water system **has not exceeded** the action level for lead and copper.

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2023-24: Resolution Adopting Finding of Fact and Reasons for Approval for Variance Application of Arne and Gina Beste Wuorinen at 229 Sugar Maple Lane, Esko

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve Resolution 2023-24 approving the variance request submitted by Arne and Gina Beste Wuorinen. The motion passed with Councilor Bodie abstaining.

Aye: 4 Nay: 0 Absent: 0 Abstain: 1

8.02 Resolution 2023-25: Resolution Making an Appointment to the Carlton Housing and Rehabilitation Authority (HRA) Board of Directors

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2023-25 appointing Jodie Johnson to the Carlton HRA Board of Directors. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution 2023-26: Resolution Accepting Donations to the City

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

Aye: 5 Nay: 0 Absent: 0

8.04 Draft Ordinance 214 Ordinance Regulating the Use of Cannabis and Cannabis Derived Products in Public Places.

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve Ordinance 214 as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Project Updates

9.01 Sewer Lining

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to affirm the August 9, 2023 approval of hiring Pipe Detectives to complete additional sanitary sewer line cleaning and televising if traffic control and mobilization charges were removed. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Unfinished Business

9.02 Ambulance Support

- Updated Emergency Medical Services (EMS) Contract.

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve the updated EMS Contract. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

- Letter from City of Wrenshall

A letter was received from the Wrenshall City Council that the City of Wrenshall will not financially support the Carlton Ambulance Service.

9.03 Sewer Lift Station and Sewer Line Agreement

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the Willows Edge Sewer Lift Station and Sewer Line Agreement. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.04 Four Seasons Damage.

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to accept the proposal submitted by RW Fern Associates Inc. for Architectural Services. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.05 Budget

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to set the Preliminary Levy at \$496,491.00, which is a 5.01% increase. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Truth in Taxation Meeting will be held December 13, 2023 at 6:01 pm.

New Business

9.06 Commercial Drivers Licenses (CDL) Quotes

A Motion was made by Councilor MacDonald and seconded by Councilor Schmitz to approve Phil Schloemer to attend CDL Training at Northwood Technical College. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.07 Security Issues

- City

A Kubota lawn tractor was stolen from the shed at Hillside Cemetery. There have been various thefts of City property in the past year. Council directed Public Works Superintendent Wolf to get quotes for camera's/security systems.

- Four Seasons

Four Seasons building was broken into on Labor Day. At this time, it does not appear anything was taken. The Point-of-Sale register was push off the counter but it was able to be repaired. The Carlton Amateur

Hockey Association (CAHA) Board Members would like to get a security system installed since this is the third time in the past few years that a break in or vandalism has happened. Board members Ben Nilsen and Tommy Jacobson were present to inquire as to who would pay for the system since the City owns the building. City will assist with cost of installation.

9.08 Zoning Changes

Council directed Clerk Conway to consult with City Attorney on steps to put a moratorium in place until Zoning can be changed on the number of accessory buildings allowed on a single parcel.

Changes will be made to the Zoning Map so single parcels will not be in two (2) different Zoning Districts.

9.09 Test Well Quotes

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the quote from Traut Companies for installation of a Test Well. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk/Treasurer Report – Carol Conway

August Activities

- Fire Board Meeting
- Work on Budget
- Attend Opioid Settlement Meeting
- Cemetery Records Research
- Work on Cannabis Ordinance
- Variance & Daycare Legal Postings
- Earned Sick and Safe Time Research
- Personnel Policy Updates
- Four Seasons Building Claim
- Sunrise Drive Easement Meeting
- Ambulance Advisory Committee Meeting, Update Ambulance Agreement
- 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.
- ❖ Community News Article
- ❖ Shredding
- ❖ Facebook Posts

*Office Closed for Training – October 6, 2023

*Financial Capital Plan Update Meeting – November 1, 2023 @ 6:00pm

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 – meeting went good. Worked on contract, set another meeting
- Received 2022 DNR grant – ordered. Gear showed u, nice stuff
- Budget Review
- Meeting with sheriffs off to discuss Jay Cooke Park calls
- Carlton County Fair
- Steak Fry
- Lots of road closures
- Large grass fire in southern Carlton County
- Computer replacement in office



Call Breakdown - Incident Type (based on station reports)

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	18	3.06%
Grass Fire	10	1.70%
Hazardous Conditions (CO alarm, smell of gas, etc.)	9	1.53%
Medical	481	81.66%
MVC	23	3.90%
Other	6	1.02%
Public Assist	2	0.34%
Rescue	8	1.36%
Structure Fire	15	2.55%
Transfer	9	1.53%
Vehicle Fire	8	1.36%
Total: 589		Total: 100.00%

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report - Derek Wolf, Public Works Superintendent

Water plant

- Water Sampling –
- Working on alternate well site, - on going
- Cleaned reclaim tank

Highway 210 water line

- transfer switches – completed
- working on heater
- Installing water line markers

Twin Lakes

- Lift station monitoring
- Lift station replacement
- Air release replacement – complete
- Booster station pump repair
- Hydrant flushing
- Water sampling
- Locates

City

- Pop cans for 4 seasons
- Working on sewer lining. Should be completed by Sept 30
- Mowing
- Lift station cleaning, and sewer main cleaning coming up. - Complete
- Truck repairs on 05. New front spring and steering drag links
- Hydrant flushing in August – complete
- Hydrant repair
- Shop skylight repair
- Tree removal at cemetery - complete
- Budget review
- Phil permit CDL test
- Need to haul ashes away from burn pile

10.04 Building Official Report – Adam Schminski -B0760833

August 2023

- There were 4 new Building Permit applications in August 2023
- Roofing Permit - Lindberg Dr.
- VFW Outdoor Cooler Addition
- Blue Crab Twinhome #2 - Sunrise Dr.

- Roofing Permit - Chestnut Ave.
- Completed Inspections at the Following Projects
- 80 Dalles Ave. Siding Project.
- Several Inspections at Blue Crab Twinhomes - Sunrise Dr.
- Plumbing, Framing, Foundation, Backfill
- Fence Installations at 322 Walnut Ave & 410 School Ave.
- Roof Inspection 109 Chestnut Ave.
- Short Term Rental Inspection/ Approval at Dalles Ave.
- VFW Cooler Project
- Footing, Foundation Wall and Slab Inspections for concrete.
- Final Inspection at 434 2nd St. new garage.
- Plan Review of 11 Vermillion Street Addition.

10.05 Library Report – Bethany Leseman

August 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
- Arranged for books left from FOL book sale to be picked up
- National Night Out - moved from park to 4 Seasons
 - Hosted Traveling Lantern performance in upstairs space at 4 Seasons
- Daily chores and monthly CT14 to 28day change
- Facebook updates
- Updated basket auction info for baskets not picked up, contacted winners
- Fixed bibs for Venom magazine and added multiple different volumes
- Activity room offerings on activity room door
- Patron help and ordering
- Worked on moving juvenile, large print, classics, adult non-fiction collections
- Moving shelves as needed
- Invoices and receipts to city
 - Updates as needed in Excel
- Started moving barcodes from the insides of books to the outside front cover
 - As items are requested and returned

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 juvenile, large print, classics, adult non-fiction collections
- Started moving barcodes from the insides of books to the outside front cover
 - As items are requested and returned

10.06 Council Member Report

10.07 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Ambulance Advisory Committee Meeting: Wednesday, September 20, 2023 @ 10:00am

12.02 Regular Council Meeting: Wednesday, October 11, 2023 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:17 pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer