

# Carlton City Council

## Meeting Minutes

### Wednesday, November 8, 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, Travis Polo

**Others Present:** Denise Coleman Lyng

#### 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 addition: **9.13 Northland Consulting Engineers Invoices**. 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, October 11; Special Meeting, October 11, 2023.

**4.02 Approval of Bills:** Exhibit A dated November 8, 2023, in the amount of \$88,822.38 (\$32,811.90 electronic and \$56,040.48 by check). \$6.49 from Proctor Builders was removed.

**4.03 Approval of Bills:** Exhibit B dated November 8, 2023 presented at meeting in the amount of \$30,193.97 (\$20,284.29 electronic and \$9,909.68 by check).

**4.04 Approval of Check Numbers:** 36142 – 36191 (Void 36136)

**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 Sobczak to approve the consent agenda with the removal of the invoice from Proctor Builders. The motion passed unanimously.

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

#### 5.00 Presentations and Guests

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to suspend the Regular Council Meeting and open the Public Hearing Planning Commission Meeting, the time being 6:03p. The motion passed unanimously.

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

#### 6.00 Public Hearings/Planning Commission Meeting

## **6.01 Vacating a Portion of Third Street**

No Public in attendance. The Planning Commission recommends the approval of Vacating a Portion of Third Street South.

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to close the Public Hearing/Planning Commission Meeting and re-open the Regular Council Meeting, the time being 6:05pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

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

### **7.01 Thank you from North Country Ride**

### **7.02 Charitable Gambling Request – Carlton VFW Auxiliary**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to approve a \$2,000 Charitable Gambling donation to Carlton VFW Auxiliary if the Minnesota Gambling Board approves the request as a Lawful Purpose Expenditure. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

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

### **8.01 Resolution 2023-30: Resolution Certifying Unpaid Charges**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak approving Resolution 2023-30 Certifying Unpaid Charges. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **8.02 Resolution 2023-31: Resolution Vacating a Portion of South Third Street Located in the City of Carlton**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approving Resolution 2023-31 approving Vacating a Portion of South Third Street. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **8.03 Resolution 2023-32: Voting Operations, Technology and Election Resources (VOTER)**

#### **Account Agreement**

**A Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to approving Resolution 2023-32 approving the VOTER Account Agreement. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **8.04 Resolution 2023-33: Resolution Accepting Donations to the City**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approving Resolution 2023-33 accepting donations to the Carlton Area Library. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **8.05 Personnel Policy Updates**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve updates to the Personnel Policy as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **9.00 General Business**

## **Project Updates**

### **9.01 Sewer Lining**

- I. Change Order No. 1
- II. Application for Payment

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve Change Order No. 1 and to approve the application for payment submitted by Insituform. Carlton County will be reimbursed \$38,202.29, they pre-paid 95% of estimated project total and Change Order No.1 decreased their portion of the project. Five (5) percent retainage will be held back until IC-134 is received. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**A Motion** was made by Councilor Schmidt and seconded by Councilor Sobczak to pay the City of Carlton's portion of the Insituform Invoice from the following funds: \$111,307.72 from Fund 203 and \$59,777.02 from Fund 100. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **Unfinished Business**

### **9.02 Ambulance Support**

- I. Updated Ambulance Agreement

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the updated Emergency Medical Services (EMS) Contract. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **9.03 Four Season Damage**

Temporary repairs have been completed. The roof repairs will not be considered permanent.

### **9.04 Budget**

- I. Wages
- II. Levy Increase
- III. Water/Sewer Rates

**A Motion** was made by Councilor Schmidt and seconded by Councilor Sobczak to approve the following wage increases: \$2.00 per hour for Jodie Johnson, Travis Polo and Phil Schloemer; \$6.00 per hour for Carol Conway and 4% for library staff, recycle shed staff and custodian. 2024 Levy increase will be \$496,491.00: Water/Sewer Rates will be reviewed at a later meeting. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**Next budget meeting will be Wednesday, December 13, 2023 @ 5:30pm.**

## **New Business**

### **9.05 Frank Gothard – 216 Chestnut Avenue Water Charges**

A large portion of the sewer charges have already been forgiven for the property; water charges will be assessed per Resolution 2023-30.

### **9.06 Temporary On-Sale Liquor License**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to approve the Temporary On-Sale Liquor License for Oldenburg Arts and Cultural Community. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **9.07 2024 Liquor License Renewals**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve 2024 Liquor License Renewals for Left Lane Performance (Third Base Bar), Streetcar, LLC and Carlton VFW 2962. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.08 Short-Term Rental Application**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Short-Term Rental Application submitted by Patrick and Laura Philbin for property located at 24 Dalles Avenue. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.09 Building Official**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the hiring of Brian Linville as the City Building Official. Starting wage is \$50.00 per hours with a minimum guarantee of 10 hours per month. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.10 Auditing Services Quote**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the quote submitted by SchlennerWenner to perform the 2023 City Audit. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.11 Mutual Aid Agreement for Technical Rescue Services with Cloquet Area Fire District**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve the Mutual Aid Agreement. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.12 2023 Quarter 3 Ambulance Write-Offs**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve Quarter 3 Ambulance Write-Offs as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.13 Northland Consulting Engineers Invoices**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve payment of the Northland Consulting Engineers Invoices after sufficient information is received on services provided. 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**

##### **October Activities**

- Ambulance Committee Meeting
- Work on Budget/ Budget Workshop
- Hosted a Region II Training (Carol and Jodie)
- Updated Ambulance Agreement
- Sent Revenue Recapture Letters/Entered Claims into Revenue Recapture
- Safety Training (Carol and Jodie)
- Sent Delinquent Utility Letters
- Compiled information for Capital Finance Plan Updates
- Updated Employee Benefits Spreadsheet
- Completed Sale of Land to Chemstar
- 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.

- ❖ Quarterly Reports
- ❖ Water Week info ready to send to Schools
- ❖ Continue to Schedule Ice Time

## 10.02 Fire Chief Report – Chief Derek Wolf

- Mutual aid agreement updated with chiefs association - on going – Waiting for KR
- Ambulance Study – Working on job description and getting contract signed. Hope to post in near future
- Budget Review
- Halloween event: went well
- Fire department taking over pop-cans for 4 seasons. Hope to offset audit costs. Plan to use city dump truck to haul to scape yard.
- Fire at grocery store – quick thinking by owner and quick response from fire crews to prevent catastrophic damage
- Wrenshall BINGO 11/25/2023
- Couple of residents interested in joining. Still working on them.

**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	21	2.83%
Grass Fire	12	1.62%
Hazardous Conditions (CO alarm, smell of gas, etc.)	13	1.75%
Medical	610	82.10%
MVC	29	3.90%
Other	6	0.81%
Public Assist	2	0.27%
Rescue	9	1.21%
Structure Fire	22	2.96%
Transfer	11	1.48%
Vehicle Fire	8	1.08%
<b>Total: 743</b>		<b>Total: 100.00%</b>

Respectfully Derek Wolf – Fire Chief

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

### Water plant

- Water Sampling –

- Working on alternate well site, - on going. Test well going in mid-November

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

- Installing water line markers – on going
- Looking to install water main across highway 61 towards Don Dens properties
- Records drawing review

#### **Twin Lakes**

- Lift station monitoring
- Water sampling
- Locates
- Looking at extending sewer across 61 for don dens properties
- Potential FDL property upgrades

#### **City**

- Working on sewer lining. – completed 10/03/2022 to 10/06/2023. Closing out project
- Mowing
- Shop skylight repair – replacing all of them - complete
- Budget review
- Phil permit CDL test – on-going
- Locates
- Sanders on, wings on.
- Sander stands construction
- Capital improvements meeting
- Truck crane pricing

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

#### **September 2023**

There was 1 new Building Permit application in October 2023

- 90 Chestnut Ave - Repairs by Jamar

Completed 2 Inspections

- 509/511 Sunrise Dr. - HVAC Rough In Inspection

Wolf Garage Framing Inspection

Email correspondence regarding a “Barndominium” style home in the city limits.

One Final Note - I would personally like to thank the City of Carlton, Carol, Jodie, Derek and the council for your support and allowing me to provide the Building Official Services for your great community. It has truly been an experience that has helped me advance my career as I begin my next chapter at the State of Minnesota \_ Department of Labor & Industry.

The next Building Official will surely be in good hands, thank you again and see you around.

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

#### **October 2023**

- I did monthly reports, budget updates, 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
- Patron help and ordering
- Invoices and receipts to city
- Updates as needed in Excel
- Moving barcodes from the insides of books to the outside front cover
- As items are requested and returned
- CLAS info questions and sharing
- Eclipse project prep, fall project prep
- Here for NESC to change ALS internet and Wi-Fi switch
- Library Board meeting prep, meeting and clean up
- Lawn games and chalk the walk
- Requested audio book on CD replacement for a damaged copy
- Carlton High School students in grades 9-12 in for tours and to check out books
- They will be coming once per month
- Set up for Trick or Treat event, event and clean up

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 fiction collection for better spacing
- Moving barcodes from the insides of books to the outside front cover
- As items are requested and returned
- Helped stuff treat bags

**10.06 Council Member Report**

**10.07 Mayor Report**

## **11.00 Recap Action Items**

## **12.00 Upcoming Meetings and Events**

**12.01 Regular Council Meeting: Wednesday, December 13, 2023 @ 6:00pm**

**12.01 Truth in Taxation Hearing: Wednesday, December 13, 2023 @ 6:01pm**

## **13.00 Adjournment**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to adjourn the meeting, the time being 6:45 pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**Respectfully Submitted,**

*Carol Conway*

**Carol Conway  
Clerk-Treasurer**