

# Carlton City Council

## Meeting Minutes

### Wednesday, October 11, 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

**Others Present:** Brady Slater, Pine Knot News

#### 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: **7.06 Charitable Gambling Request from CAHA; 8.02 Resolution 2023-29 Setting a Public Hearing; 9.09 Tennis Courts; 9.10 Employee Resignation.** 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, September 13, 2023; Special Meeting, September 19, 2023; Special Meeting, October 3, 2023.

**4.02 Approval of Bills:** Exhibit A dated October 11, 2023, in the amount of \$78,898.84 (\$30,949.63 electronic and \$47,898.84 by check).

**4.03 Approval of Bills:** Exhibit B dated October 11, 2023 presented at meeting in the amount of \$55,098.35 (\$22,832.03 electronic and \$32,266.32 by check).

**4.04 Approval of Check Numbers:** 36075 - 36141

**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 as presented. The motion passed unanimously.

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

#### 5.00 Presentations and Guests

#### 6.00 Public Hearings/Planning Commission Meeting

#### 7.00 Petitions, Communications and Correspondence

**7.01 ISO Rating** – City of Carlton Protection Classification: 05, properties over 10 road miles from a fire station will have a Protection Classification of 10.

**7.02 Thomson Reservoir Sediment Project** – information only

**7.03 VC3 Training/Phishing Emails** – remove this from IT Plan

**7.04 Lawn Mower Claim Settlement**

Insurance check has been received; new lawn mower was purchased.

**7.05 Charitable Gambling Request – North Country Ride**

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve a \$2,500 Charitable Gambling donation to North Country Ride. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

**7.06 Charitable Gambling Request – Carlton Amateur Hockey Association**

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve a \$7,000 Charitable Gambling donation to Carlton Amateur Hockey Association. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

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

**8.01 Resolution 2023-28: Resolution Accepting Donations to the City**

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak approving Resolution 2023-28 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

**8.02 Resolution 2023-29: Resolution Setting a Public Hearing for Street Vacation**

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approving Resolution 2023-29 Setting a Public Hearing for a Street Vacation. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

## **9.00 General Business**

### **Project Updates**

**9.01 Sewer Lining**

Sewer lining is complete. Special Meeting may need to be called to review and pay invoice.

### **Unfinished Business**

**9.02 Ambulance Support**

Updates to the Ambulance Agreement are in process. Updated version will be ready for the November 8, 2023 meeting.

**9.03 Four Season Damage**

Discussion on whether temporary repairs to roof could actually be permanent repairs. Decision will not be made until repairs are completed and inspected.

**9.04 Budget**

Budget meeting will be held November 8, 2023 @ 5:30pm

**9.05 Motion to Approve Planning Commission Recommendation**

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Planning Commission recommendation, made September 13, 2023 to allow for 13 to 25 persons in an afterschool/daycare setting, in a Residential Zoning District, with a Interim Use Permit. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **New Business**

#### **9.06 Liability Coverage Waiver Form**

A **Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to **Not Waive** the Monetary Limits on Municipal Tort Liability. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.07 Reimbursement Request**

A **Motion** was made by Councilor Bodie and seconded by Councilor Schmitz to reimburse resident for the one-night hotel stay due to sewer smell in the house caused by a backup to a city manhole. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.08 Partial Sewer Forgiveness**

A **Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to credit sewer usage (garden hose was left on) to average usage for the month of September. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.09 Tennis Courts**

City representatives met with school representatives about the City possibly taking over the tennis courts. School facilities committee will be meeting to discuss options.

#### **9.10 Employee Resignation**

A **Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to accept the resignation of Adam Schminski, the City Building Official. Council directed City Clerk to begin the search for a replacement. 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**

##### September Activities

- Ambulance Committee Meeting
- Work on Budget
- Review Engineer Report on Four Seasons
- Cemetery Records Research
- Review Receipt Book
- Review Use and Management & Lease Agreement for Four Seasons
- Sent updated info to Mike Bubany for Financial Capital Plan updates
- Four Seasons Building Claim
- Sent our Lead and Copper Letters
- Attended Various Webinars
- 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.
- ❖ YUMA Updates
- ❖ Send out Bulk Water Invoices
- ❖ Generate Revenue Recapture Letters

#### **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 23<sup>rd</sup> – 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



**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	3.06%
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%
<b>Total: 589</b>		<b>Total: 100.00%</b>

Respectfully Derek Wolf – Fire Chief

*(Remainder of page left intentionally blank)*

### 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

#### September 2023

There were 4 new Building Permit applications in September 2023

- Bethesda Lutheran Church - Foundation Waterproofing and Repair
- 105 Spruce - Window Replacement
- 25 Vermillion - Residential Re-Roof
- 11 Vermillion - Residential Addition/ Porch

Completed 2 Permits / Closed 2 Projects

- Lake Superior Community Health Remodel
- 33 Dalles Ave. Change of Occupancy - Minor Remodel

Correspondence with potential buyers about zoning requirements for new sf home at 337 North Ave.  
Completed 2 Plumbing Rough in Inspections at 509 & 509 Sunrise at the Blue Crab Twinhome Project.

*(Remainer of page left intentionally blank)*

### 10.05 Library Report – Bethany Leseman

- September 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
- Summer Reading Program prize drawings and winners announced
- Set up second patron computer in activity room
- Friends of the Library meeting prep, meeting and clean up
- Book research
- Cleaned and lubed lock in activity room door
- Chalk the walk and horse shoe game outside
- Accepted 6 boxes of donations
- Condensed donation bins, sorted some donations
- Emailed for help stuffing treat bags for Halloween event
- Started stuffing treat bags
- COMPASS meeting

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
- Moving barcodes from the insides of books to the outside front cover
- As items are requested and returned
- Section featuring books that are also movies

**10.06 Council Member Report**

**10.07 Mayor Report**

## **11.00 Recap Action Items**

## **12.00 Upcoming Meetings and Events**

**12.01 Trick or Treat in Carlton: Saturday, October 28, 2023 – 1:00pm – 3:00pm**

**12.02 Regular Council Meeting: Wednesday, November 8, 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 6:36 pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**Respectfully Submitted,**

*Carol Conway*

**Carol Conway  
Clerk-Treasurer**