

**Carlton City Council
Meeting Minutes
Wednesday, January 11, 2023**

1.00 Call to Order & Pledge of Allegiance

1.01 Oath of Office

Oath of Office was administered to Mayor Mike Soderstrom and Councilors Brent Bodie and Dave Sobczak.

2.00 Roll Call

Council Present: Mayor, Mike Soderstrom; Councilors: Brent Bodie, Heather MacDonald, Ryan Schmidt and Dave Sobczak

Council Absent: None

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

Others Present: Jessie Sobczak

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the agenda with the following additions: **7.01 Carlton Robotics Donation Request; 9.02 Unfinished Business: Short Term Rentals and renumber all New Business Items.** 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, December 19, 2022; Truth in Taxation Hearing, December 19, 2022 (included in Regular Meeting Minutes); Special Meeting, December 19, 2022.

4.02 Approval of Bills: Exhibit A dated January 11, 2023 in the amount of \$85,684.24 (\$13,829.93 electronic and \$71,854.31 by check).

4.03 Approval of Bills: Exhibit B dated January 11, 2023 presented at meeting in the amount of \$211,335.97 (\$37,033.85 electronic and \$174,302.12 by check).

4.04 Approval of Check Numbers: 35523 – 35602

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Fund Balance Report

5.00 Presentations and Guests

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Carlton Robotics Donation Request

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve a donation of \$1,500.00 from the Charitable Gambling Fund to the Carlton Robotics team. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2023-01 Annual Administrative Resolution

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2023-01 Annual Administrative Resolution with Heather MacDonald as the Acting Mayor and additional Bank Signatory. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2023-02 Fee Schedule Resolution/Fee schedule

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2023-02 Adoption the 2023 Fee Schedules with the following changes: all water meter purchases and replacements will be Actual Cost-plus labor; Sewer Base rate fee will increase two (2) dollars. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution 2023-03 A Resolution Authorizing Payment before Council Authorization

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve Resolution 2023-03 Authorizing Payments before Council Authorization. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.04 Resolution 2023-04 A Resolution Authorizing Wire/Automated Bank Payments

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2023-03 Authorizing Payments before Council Authorization. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.05 Publish Summary of Chapter 5, Part 3: Regulating and Keeping of Dogs, and Chapter 8, Part 1: Nuisances, Weapons, Animals, etc.

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve publishing of the summary ordinances as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Project Updates

9.01 Twin Lakes Township Waterline

- **First Amendment to Sewer Operating Services Agreement and Amendment to the Joint Powers Agreement for Water Services**

A Motion was made by councilor Bodie and seconded by Councilor Schmidt to approve the First Amendment to Sewer Operating Services Agreement and Amendment to the Joint Powers Agreement for Water Services as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Unfinished Business

9.02 Short Term Rentals

New Business

9.03 2022 4th Quarter Ambulance Write-Offs

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the 4th Quarter write-offs as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.04 Pay Equity

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to correct the number of years the Deputy City Clerk has been employed then submit the Pay Equity Report. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.05 Budget Change

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to change budget line item 110-34210 from \$96,185.79 to \$97,304.13. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.06 Insurance Renewal

City insurance Property and Casualty Insurance had an overall increase of 24.76% for year 2023. Some line items will be over spent because of the significant increase. Clerk will check with auditors on possible budget change.

9.07 MSA Professional Agreement – GIS Services

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the MSA Professional Agreement for GIS Services. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.08 Electrical Vehicle Charging Stations

City Engineer has conducted additional research on the Level 2 Charging Stations and feels it is worth pursuing. Grant application is due February 28, 2023

9.09 Water Treatment Plant Generator

Informational only – generator has a breather tube freeze on December 23, 2022 which cause oil to push past seals loosing four of the five quarts needed for operation. Subsequent power load testing has determined the generator is operating properly. No action needed at this time.

10.00 Staff and Committee Reports and Recommendations

10.01 City Clerk Report – Carol Conway

December Activities

- Process Payroll
- CJIS Security Training
- Census Building Permit Survey
- Start Medicare Ambulance Collection Data
- Ambulance Financials for Study
- Short-term Rental Information
- Summary Budget to Newspaper
- Attend DEED Webinar
- Work Comp Allocation
- Set up Ground Ambulance Data Collection System Account
- Start Pay Equity
- 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.
- ❖ Set up CAHA Payroll.
- ❖ Research AVAYA Phone System for call forwarding.

10.02 Fire Chief Report – Chief Derek Wolf

- Mutual aid agreement updated with chiefs' association - on going –
- Ambulance Study – on going- Meeting with Townships on 25th
- Received DNR grant – going to order soon
- Discussion at relief meeting about increasing retirement amount – on going waiting till annual meeting
- Wellness checks for department members – on going
- BINGO 2-11-23
- FF I&II class this winter
- Truck 616 – repair and replacement – on going
- scheduled training 2023
- Officer's elections in January 2023

2022 Call Volume

False alarms:	33	Rescue:	4	Chimney Fire:	1	Vegetation Fires:	8
Transfers:	30	Accidents:	47	Structure Fires:	17	Other:	1
Lift Assists	15	Vehicle Fires:	10	Service Calls:	6	Hazardous Condition:	21
Medicals	724					Total:	917

10.03 Public Works Report – Derek Wolf

Water plant

- Water Sampling –
- Adding a camera change order as well.
- Need to service generators – Complete
 - Major generator failure. Thought it blew up. Breathers froze and pushed all the oil out of generator motor
- Working with Donohue for a quality control SOG
- Working with MDH on alternate well site

Highway 210 water line

- All water main is installed
- All is passed expect sunshine lane
- Final punch list items
- Roof leak in Booster station, plumbers back onsite
- Meter station meter re-install. Appears to be finally working

Twin Lakes

- Lift station monitoring
- Locates

City

- Pop cans for 4 seasons
- Plow snow
- Clearing Trees
- Hauling Snow
- Hired contractor to assist with snow removal. Had snow piled on private property. Still buried in snow trying to get streets wide enough for two vehicles
- Willows edge lift station issues – installed new pump 1-5-23
- WLSSD Lift station – sold water to them
- Shop work
- Equipment repairs
- Need to do year end reporting
- I&I Reporting
- Meeting with Northland Consulting

10.04 Building Official Report – Adam Schminski

December 2022

- There were 0 new Building Permit applications in December 2022
- Completed 1 Permits / Closed 1 project
- 421 Railroad Ave. - Completed Final Inspections for interior and exterior remodel.
- Work was completed for a new front entry door at 208 Chestnut, contacted the owner and property maintenance company. They will work on obtaining and building permit and having proper inspections completed.
- Foundation Wall Inspection at the WLSSD Project and Framing Inspection at the Lake Superior Community Health Remodel Dental Clinic.
- A home sustained extensive water damage, which is being mitigated and repaired. A home recovery contractor is on site and a local plumbing contractor is under contract for repairs as they are needed. I will monitor this project as repairs and reconstruction takes place.

10.05 Library Report – Bethany Leseman

December 2022

- I did monthly reports, budget update, petty cash and timecards
- I added and covered items as they came in
- Daily chores and monthly CT14 to 28day change
- Virus Scan on computers
- Facebook updates
- Supply organizing
- FOL basket auction in person bids
- Clean up from FOL basket auction
- B&T order for YA
- Ran more weeding lists
- Weeded and deleted items
- Rearranged shelves
- Beanstack info to FOL
- Repaired books
- 2 Compass meeting recordings
- 2 Continuing Ed Webinars

Cathie:

- Sorting through donated items
- Adding items as they come in
- Daily chores
- Weeding and deleting
- Boxed and labeled deleted items for storage for book sale by donation

10.06 Council Member Report

10.07 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Ambulance Meeting: Wednesday, January 25, 2023 @ 6:00pm

(Carlton County Transportation Building)

12.02 Annual Audit: Week of January 31, 2023

12.03 City Council Meeting: Wednesday, February, 8, 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 6:41pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

**Carol Conway
Clerk-Treasurer**