

Carlton City Council

Meeting Minutes

Wednesday, December 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 (left meeting at 6:45pm)

Council Absent:

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

Others Present: Joe Broneak, Cory Gray, Ron Wuollett

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the agenda with the following addition: **9.14 Barking Dogs**. 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: Capital Finance Plan, November 1, 2023; Regular Meeting, November 8, 2023; Budget Workshop, November 8, 2023.

4.02 Approval of Bills: Exhibit A dated December 13, 2023, in the amount of \$584,108.69 (\$79,606.20 electronic and \$504,502.49 by check).

4.03 Approval of Bills: Exhibit B dated December 13, 2023 presented at meeting in the amount of \$22,730.19 (\$13,475.54 electronic and \$9,254.65 by check).

4.04 Approval of Check Numbers: 36192 – 36264 (Void 36202, 36218, 36241)

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 with the removal of the invoice from Proctor Builders. The motion passed unanimously.

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

5.00 Presentations and Guests

5.01 Ron Wuollett

Mr. Wuollett was present to request the City explore options to alleviate ground water issues for residents on 2nd Street. He has 2 sump pumps that run approximately every 30 seconds. Many residents starting having water issues after the sanitary sewer line was replaced in 2000. Since the sewer line was replaced in 2000, the only other time residents have had dry basements was when the water tower was built in 2008 and when a water line was installed in 2021. The reason for this is because the ground water was pumped from the area to allow for installation of infrastructure. The removal of the ground water for the projects required multiple pumps to run continuously.

Council directed Public Works Superintendent Wolf to contact the City Engineer and initiate a feasibility study on the ground water issue.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to suspend the Regular Council Meeting and open the Truth in Taxation Meeting, the time being 6:20 pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

6.00 Public Hearings/Planning Commission Meeting

6.01 Truth-in-Taxation Meeting

Clerk Conway read aloud the 2024 Levy information (see attached). The public had no comments or questions.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to close the Truth-in-Taxation Meeting and re-open the Regular Council Meeting, the time being 6:25pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.00 Petitions, Communications and Correspondence

7.01 Thank you from Veterans of Foreign Wars Auxiliary

7.02 Drinking Water Reliability and Consistency Determination

7.02 Charitable Gambling Request – Inter-Faith Care Center

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve a \$1,500 Charitable Gambling donation to Inter-Faith Care Center. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2023-34: Resolution Accepting a Zamboni

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald approving Resolution 2023-30 accepting a Zamboni from the Carlton Amateur Hockey Association. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2023-35: Resolution Approving the 2023 Tax Levy, Collectible in 2024

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak approving Resolution 2023-35 Setting the 2024 Tax Levy. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution 2023-36: Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald approving Resolution 2023-36 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.04 Personnel Policy Update – Earned Sick and Safe Time

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the Personnel Policy updates as presented. The motion passed with 1 abstention.

Aye: 4 Nay: 0 Abstain: 1

9.00 General Business

Unfinished Business

9.01 Ambulance Support

Waiting on County Signatures, once received agreement will be in place.

9.02 Four Seasons Damage

New Business

9.03 Four Seasons Parking Lot Issues

Joe Broneak was present to inquire as to who is responsible for maintenance of the parking lot at Four Seasons. There are many pot holes on the North East side of the parking lot. Per Agreement Carlton Amateur Hockey is obligated to Maintain the Property, Improvements, Fixtures and Personal Property. Council agreed to and directed the Public Works Department to spread a couple loads of Class 5.

9.04 Property Split

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve Parcel 15-180-0310 to be split into two (2) parcels. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 1

9.05 Assignment of Contract

No action taken.

9.06 LG220 Carlton Fire Relief Association

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the LG220 submitted by the Carlton Fire Relief Association. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.07 Crane Quote

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the quote from Bert's Truck Equipment Inc, for a truck mounted crane. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.08 Water/Sewer Rates

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve a 1.5% increase in water rates and a 2% percent increase in sewer rates affective January 1, 2024. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.09 Approval to Close Office January 18, 2024.

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve closing City Office on January 18, 2024. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.10 Ambulance Manager Job Description

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the Ambulance Manager Job Description as presented and advertise the position with a wage range of \$27.00 to \$30.00 per hour. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.12 Cemetery Fees

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to increase the additional fee for afterhours/weekend full burials to \$200.00, effective January 1, 2024. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.13 Raw Water Charge

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to set the Bulk Raw Water rate to \$30.00 per 1,000 gallons.

9.14 Barking Dogs

Clerk Conway was directed to send a letter to residents at 441 Chestnut Avenue.

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk/Treasurer Report – Carol Conway

November Activities

- Ambulance Committee Meeting
- Work on Budget/ Budget Workshop
- Completed CJIS Recertification
- Ambulance Claims sent to Revenue Recapture
- Capital Finance Plan Meeting
- Interview with School Students
- Review suggested Flood Ordinance Updates
- Liquor License Renewals
- 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.
- ❖ Facebook, Website and Blog Updates
- ❖ Extra Payrolls (Incentive & Turnback Checks)
- ❖ 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 –Job description and getting contract signed. Hope to post after council approval.
- Fire department taking over pop-cans for 4 seasons, so far went ok. Hope to try again December 19th
- EMT Refresher beginning of December
- BINGO Planning
- Standby generator on hold due to WLSSD equipment backordered, hopefully spring
- Implementing monthly equipment checks starting Feb 2024

CARLTON FIRE AND AMBULANCE
100 4th Street - P.O. 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	25	3.12%
Grass Fire	12	1.50%
Hazardous Conditions (CO alarm, smell of gas, etc.)	14	1.75%
Medical	655	81.67%
MVC	36	4.49%
Other	6	0.75%
Public Assist	2	0.25%
Rescue	9	1.12%
Structure Fire	24	2.99%
Transfer	11	1.37%
Vehicle Fire	8	1.00%
Total:	802	Total: 100.00%

Respectfully Derek Wolf – Fire Chief

10.03 Public Works Report - Derek Wolf, Public Works Superintendent

Water plant

- Generator coolant heater replacement

Well #6

- Test well Being installed starting December 11th

- Hope to have recommendation to TLT soon
- Meeting with attorneys to discuss how agreement will handle
- Start design

Highway 210 water line

- Installing water line markers – on going
- Looking to install water main across highway 61 towards Don Dens properties
 - Did not go well, lots of rock. Re-doing plan
- Records drawing review
- BBC maintenance line installed

Twin Lakes

- Lift station monitoring
- Water sampling
- Locates
- Potential FDL property upgrades, meeting with FDL and township to discuss water capacities
- Re-wiring township generator to increase voltage for new lift station

City

- Budget review
- Phil permit CDL test – on-going, hope to be done by end of December
- Truck crane pricing
- 420E maintenance and repair
- MNWARN meeting
- Sunrise drive water meter
- Clean storm sewer laterals
- Burials
- Sewer Lateral on 6th repaired and cleanout installed
- Beaver damn removed
- Tennis net update on property

10.05 Library Report – Bethany Leseman

November 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
- Friends of the Library meeting prep, meeting and clean up
- Present Wednesdays: Sugar scrub and scented Epsom salt, book painting, book hollowing
- CE Webinar: Unlocking the Transformative Power of READING for People Living with Dementia
- rearranged library/staff and patron computers
- Library Board minutes for 2023 to City to add to website
- Bake Sale and Book folding flyers

Cathie & Nicki:

- Adding new and donated items as they come in
 - book information in computer to reflect AR level & label
- Daily chores
- Moving barcodes from the insides of books to the outside front cover
 - As items are requested and returned
- Carlton High School students in grades 9-12 in for tours and to check out books
 - They will be coming once per month
- Added info to December take and make kits

10.06 Council Member Report

10.07 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Office Closed: Friday, December 22, 2023 & Monday, December 25, 2023, January 1, 2024

12.02 Regular Council Meeting: Wednesday, January 10, 2024 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to adjourn the meeting, the time being 7:05 pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer