

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, January 10, 2024**

**1.00 Call to Order & Pledge of Allegiance**

Mayor Soderstrom called the meeting to order at 6:00pm

**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:** City Engineer, Trent Prigge; Densie Coleman Lyng, Eric Senarighi, Kirt Hedquist, Bill Irving

**3.00 Approve Agenda (Agenda Additions/Deletions)**

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the agenda with the following additions: **8.08 Personnel Policy Update; Unfinished Business: Ground Water Issues on 2<sup>nd</sup> Street; 9.09 Vehicle 616 Claim.** 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 13, 2023; Truth in Taxation Hearing, December 13, 2023 (included in Regular Meeting Minutes); Special Meeting, December 13, 2023; Special Meeting, December 26, 2023.

**4.02 Approval of Bills:** Exhibit A dated January 10, 2024 in the amount of \$158,552.42 (\$18,556.22 electronic and \$139,996.20 by check).

**4.03 Approval of Bills:** Exhibit B dated January 10, 2024 presented at meeting in the amount of \$45,875.83 (\$33,885.91 electronic and \$11,989.92 by check).

**4.04 Approval of Check Numbers:** 36266 – 36344

**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 Thank you from Inter-Faith Care Center (Communication Only)**

**7.02 League of Minnesota Cities Insurance Trust Property & Casualty 2023 Dividend (Communication Only)**

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

### **8.01 Resolution 2024-01 Annual Administrative Resolution**

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2024-01 Annual Administrative Resolution with Brent Bodie as the Acting Mayor and additional Bank Signatory. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **8.02 Resolution 2024-02 Fee Schedule Resolution/Fee schedule**

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2024-02 Adoption the 2024 Fee Schedules with the following changes: add Election Candidate Filing Fee, increase fee for Snow Removal by City Crew, Flat Rate Fee for Fence, Roof, Siding and Window permits. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **8.03 Resolution 2024-03 A Resolution Authorizing Payment before Council Authorization**

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2024-03 Authorizing Payments before Council Authorization. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **8.04 Resolution 2024-04 A Resolution Authorizing Wire/Automated Bank Payments**

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve Resolution 2024-03 Authorizing Payments before Council Authorization. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **8.05 Resolution 2024-05 A Resolution Accepting Donations to the City**

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2024-05 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **8.06 Resolution 2024-06 A Resolution of LGU James Metzen Might Ducks Grant Application**

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve Resolution 2024-06 to submit an application for the Mighty Ducks Grant. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **8.07 Resolution 2024-07 A Resolution Transferring Funds to a Capital Improvement Fund**

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to transfer Committed Funds into one Capital Improvement Fund. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **8.08 Personnel Policy Update**

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to remove Volunteer Firefighters as being eligible for Earned Sick and Safe Time. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

## **9.00 General Business**

### **Project Updates**

### **Unfinished Business**

#### **9.01 Ambulance Support**

Ambulance Manager application deadline is January 19, 2024.

#### **9.02 Four Seasons Damage**

Will go out for RFP in February.

#### **9.03 Ground Water Issues on 2<sup>nd</sup> Street**

City Engineer explained to Council the difficulties in trying to alleviate ground water issues for residents on 2<sup>nd</sup> Street. Engineer will write a memorandum to be sent to area residents.

## **New Business**

### **9.04 Carlton County Riders ATV/UTV Club**

Representatives were present asking Council to consider updating City Code, Chapter 7, Part 6 Snowmobiles and All-Terrain Vehicles. They would like to see All-Terrain Vehicles have the same access as snowmobiles. Council direct City Clerk to make changes which would include All-Terrain Vehicles.

### **9.05 Approval of Property Split (15-010-0740/110 3<sup>rd</sup> Street)**

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the split of Parcel 15-010-0740. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **9.06 Woodlands National Bank: Certificate of Deposit (CD) Renewal**

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the renewal of the CD for another six months at an interest rate of 3.46%. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **9.07 Compensations Consultants: H.S.A. and H.R.A. Agreements**

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the agreements with Compensation Consultants. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **9.08 2023 4<sup>th</sup> Quarter Ambulance Write-Offs**

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the 2023 4<sup>th</sup> Quarter Write-Offs as presented. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **9.09 Vehicle 616**

Insurance claim for Fire Vehicle 616 was submitted to League of MN Cities Insurance Trust (LMC) for processing. LMC will subrogate with GEICO to get reimbursed.

## **10.00 Staff and Committee Reports and Recommendations**

### **10.01 City Clerk Report – Carol Conway**

#### **December Activities**

- Revenue Recapture and Collections for Ambulance Runs
- LMC Meeting in Barnum
- Property Tax Distribution
- Review Ambulance Manger Job Description; Read MN Ambulance Report
- Prepare Truth-in-Taxation Information; Update 2024 Fee Schedule and Meeting Dates
- ESST Employee Notice
- Reach out to other IT Providers
- 
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

*I will be on vacation January 15, 2024 through January 19, 2024*

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
- ❖ Ambulance Runs for Collections
- ❖ Start File Cleanout

### **10.02 Fire Chief Report – Chief Derek Wolf**

- Mutual aid agreement updated with chiefs association - on going – Waiting for KR
- Ambulance Study –posted
- Fire department taking over pop-cans for 4 seasons, so far so good.
- BINGO Planning
- Standby generator on hold due to WLSSD equipment backordered, hopefully spring
- Implementing monthly equipment checks starting Feb 2024

- 616 accident on highway 210. Vehicle was totaled. Working with insurance and replacements.
- Engine service on FD trucks
- Erik rebuilt EMS reports due to state requirements
- Justice center tour

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	27	3.03%
Grass Fire	12	1.35%
Hazardous Conditions (CO alarm, smell of gas, etc.)	17	1.91%
Medical	724	81.35%
MVC	43	4.83%
Other	6	0.67%
Public Assist	2	0.22%
Rescue	9	1.01%
Structure Fire	26	2.92%
Transfer	15	1.69%
Vehicle Fire	9	1.01%
Total: 890		Total: 100.00%

### 10.03 Public Works Report – Derek Wolf

#### Well #6

- Test well Being installed starting December 11<sup>th</sup>
  - Drilled 4 holes, no water found only rock
  - Dilling 6 more sites week of January 8<sup>th</sup>.
- Hope to have recommendation to TLT soon

#### Highway 210 water line

- Installing water line markers – on going
- Looking to install water main across highway 61 towards Don Dens properties
  - New plan to open cut. Waiting till spring
- Records drawing review – complete

#### Twin Lakes

- Lift station monitoring
- Water sampling
- Re-wiring township generator to increase voltage for new lift station – complete
- Looking for Booster station generator

#### City

- Phil permit CDL test – passed
- 420E repair few hydraulic leaks
- 616 tires on #19 pickup
- New skid loader tires
- Updating GIS records
- Lead service line inventor
- Sewer line review
- Storm sewer grant SWDC

### 10.04 Building Official Report – Brian Linville

November 2023

- Issued 4 building permits
- Inspected Grocery fire damage repair work
- Consulted with several permit holders and MN DOLI representatives
- Vacation in MT :)

December 2023

Permits Issued:

- 23-40 110 3rd St and consult with Owner 23-41 105 Spruce Ave
- 23-42 325 North Ave
- 23-? 217 Sugar Maple Ln Inspections and Other Activity:
- 218 Chestnut - Site visit, inspection and consult with contractors regarding fire damage repair and permit requirements
- 23-? Inspected garage slab at 217 Sugar Maple Ln
- 23-38 502 W Webbeking - Inspected and closed bathroom remodel Consulted with ICS and State regarding school boiler replacement
- Submitted application to MN DOLI for: Municipal Delegation Agreement for Building Code Administration for Reserved Projects on Public Buildings & State Licensed Facilities
- 511 Sunrise Dr progress check

## 10.05 Library Report – Bethany Leseman

December 2023

- I did monthly reports, budget updates, petty cash and timecards.
- staff meeting about possible new hours and students in library
- I added and covered items as they came in; book information in computer to reflect AR level & label
- book repairs as needed
- Moving barcodes from the insides of books to the outside front cover, as items are requested and returned
- Daily chores and monthly CT14 to 28day change
- Facebook updates
- Patron help and ordering
- Invoices and receipts to city
  - Updates as needed in Excel
- Library Board special meeting prep, meeting and clean up
- Present Wednesdays: Sugar scrub and scented Epsom salt, book/page folding
- Carlton MS/HS students in library
- Library Board minutes for 2023 to City to add to website
- New hours posted
- ALS mini-grant forms filled out and submitted

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

## 10.06 Council Member Report

## 10.07 Mayor Report

## 11.00 Recap Action Items

## 12.00 Upcoming Meetings and Events

12.01 Annual Audit – Week of January 29, 2024

12.02 City Council Meeting: Wednesday, February, 14, 2024 @ 6:00pm

12.03 Fire Relief Bingo – Saturday, February 10, 2024 @ 7:00pm – Carlton High School

## 13.00 Adjournment

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to adjourn the meeting, the time being 6:56pm. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

Respectfully Submitted,

*Carol Conway*

Carol Conway

Clerk-Treasurer