

**Carlton City Council  
Meeting Minutes  
Wednesday, February 14, 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: Heather MacDonald, Ryan Schmidt and Dave Sobczak

**Council Absent:** Brent Bodie

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

**Others Present:** Building Official, Brian Linville; Jessie Sobczak

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

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the agenda with the following additions: **7.03 Charitable Gambling Donation Request, Bulldog Spirit Club; 7.04 Charitable Gambling Request, North Country Ride; 9.14 Tennis Courts**, and remove: **9.05 Patry Truman**. The motion passed unanimously.

Aye: 4          Nay: 0          Absent: 1

**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, January 10, 2024.

**4.02 Approval of Bills:** Exhibit A dated February 14, 2024 in the amount of \$259,130.97. (\$102,796.61 electronic and \$156,334.36 by check).

**4.03 Approval of Bills:** Exhibit B dated February 14, 2024 presented at meeting in the amount of \$9,380.66 (\$0.00 electronic and \$9,380.66 by check).

**4.04 Approval of Check Numbers:** 36345 – 36390

**4.05 Review and Approval of Petty Cash**

**4.06 Charitable Gambling Report**

**4.07 Fund Balance Report**

**5.00 Presentations and Guests**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to close the Regular Council Meeting and Open the Public Hearing; the time being 6.04pm. The motion passed unanimously.

**Aye: 4          Nay: 0          Absent: 1**

## 6.00 Public Hearings/Planning Commission Meeting

### 6.01 Flood Plain Ordinance

The Planning Commission reviewed the draft Flood Plain Ordinance and the updated FEMA Flood Rate Insurance Maps. There were no comments. The Planning Commission will recommend to the City Council to approve the Flood Plain Ordinance as presented.

*A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to close the Public Hearing and re-open the Regular Council Meeting; the time being 6:13pm. The motion passed unanimously.*

*Aye: 4      Nay: 0      Absent: 1*

## 7.00 Petitions, Communications and Correspondence

### 7.01 Charitable Gambling Donation Request – Carlton Community Education/Community News

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve a Charitable Gambling donation of \$1,000.00 for support of the Carlton Community News. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

### 7.02 Charitable Gambling Donation Request – Carlton Community Education-Father/Daughter

Ball

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve a Charitable Gambling donation of \$1,000.00 for the Father/Daughter Ball. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

### 7.03 Charitable Gambling Donation Request – Bulldog Spirit Club/All Night Grad Party

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve a Charitable Gambling donation of \$1,500.00 to support the All-Night Grad Party. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

### 7.04 Charitable Gambling Donation Request – North Country Ride

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve a Charitable Gambling donation of \$2,500.00 for program support. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

## 8.00 Ordinances, Resolutions and Policies

### 8.01 Updated Floodplain Ordinance

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the Floodplain Ordinance as presented and to publish the Summary Ordinance. The motion passed unanimously.

Aye: 4      Nay: 0      Absent: 1

## 9.00 General Business

### Project Updates

#### 9.01 Test Well

Property owner of previous test well site has decided a permanent municipal well is not something he would like on his property. Two (2) more possible locations have been identified. They are farther away from the water treatment plant but the landowner of one of the parcels may be willing to sell site location to Twin Lakes Township.

## Unfinished Business

### **9.02 Ambulance Support**

Interviews were held on February 6, 2024. There were three (3) candidates interviewed. The interview panel has recommended offering the position to Santana Haggy.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to offer the Ambulance Manager position to Santana Haggy. The offer will be: \$30.00/hour, two (2) weeks' vacation, three (3) personal days, health insurance with H.S.A, PERA and life insurance. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

### **9.03 Four Seasons Damage**

RFP went out of February 6, 2024 and bid opening will be February 29, 2024 @ 2:00pm.

### **9.04 Vehicle 616 – 2014 Ram**

Insurance company has computed a value of \$25,945.00. A check will be issued to the city and League of MN Insurance Trust will subrogate with GEIKO.

## New Business

### **9.05 ~~Patry Truman – water issues on Birch Avenue~~**

### **9.06 LG220 Submitted by Nicholson-Sellgren Post 2962**

- Raffle: 3/1/2024 – 4/30/2024
- Raffle: 6/1/2024 – 7/30/2024

**A Motion** was made by Councilor Schmidt and seconded by Councilor MacDonald to approve the LG220 submitted by Nicholson-Sellgren Post 2962. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

### **9.07 Appointment of 2024 Presidential Primary Election Judges**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the following as election judges for the 2024 Presidential Primary: Cathie Anderson, Leola Rodd, Rosemary Tobin, Larry Penk, Tracy Moehrke, Kitty O'Hara Bureau. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

### **9.08 Longevity Wage Increase**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to approve a longevity wage increase of .44 per hour for Derek Wolf, effective February 14, 2024. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

### **9.09 Fee Schedule Changes**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to make the following changes to the fee schedule: AHA CPR Training (see attached flyer), Cemetery: deliver & pickup of markers and columbarium fronts-actual cost plus \$50.00, Roof, Siding, Windows: flat fee unless project value is less than \$5,000, then actual cost will be charged. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

### **9.10 CPR Instructor Pay**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to increase CPR Instructor Pay to \$100.00 per class. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

### **9.11 Approval of Annual Inflow and Infiltration (I&I) Report**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the I&I report. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

### **9.12 Random Drug Screens**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to discontinue the random drug screen program. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

### 9.13 MSA Professional Services Agreement (GIS)

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

Aye: 4      Nay: 0      Absent: 1

### 9.14 Tennis Courts

Attorney for ISD#99 submitted a draft Quit Claim Deed for the land where the tennis courts are located. Language in the Deed give ISD#99 exclusive use to the tennis courts during school hours and after hours for other programming. Council directed staff to work with interested parties to change the “exclusive” language to something that is more inclusive for all community members.

## 10.00 Staff and Committee Reports and Recommendations

### 10.01 City Clerk Report – Carol Conway

#### January Activities

- End of Year Processing (W-2, 1099's, Budget to OSA, etc.)
- LMC Meeting in Barnum
- Fire Department Vehicle Insurance Claim
- Record Cemetery Burials and Plot Sales
- Audit Prep
- Flood Plain Ordinance
- Mighty Ducks Grant
- Annual Audit
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

*Was 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
- ❖ CAHA Payroll and Year End
- ❖ File Cleanout

### 10.02 Fire Chief Report – Chief Derek Wolf

- Mutual aid agreement updated with chiefs association - on going – Waiting for KR
- Ambulance Manger – interviews.
- Fire department taking over pop-cans for 4 seasons, so far so good.
- BINGO
- Standby generator on hold due to WLSSD equipment backordered, hopefully spring
- Implementing monthly equipment check lists – Started January. Went good.
- 616 accident on highway 210. Vehicle was totaled. Working with insurance and replacements. – on going
- Training with Blackhoof, Mahtowa and Wrenshall about MVC responses.
- Ambulance

CARLTON FIRE AND AMBULANCE  
100 4th Street - PO Box 330, 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	2	2.90%
Grass Fire	1	1.45%
Hazardous Conditions (CO alarm, smell of gas, etc.)	2	2.90%
Medical	55	79.71%
MVC	6	8.70%
Transfer	2	2.90%
Vehicle Fire	1	1.45%
Total: 69		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
  - Drilling 6 more sites week of January 8<sup>th</sup>.
  - Found water, good test pump results
  - Sent it water samples
  - Homeowner backed out of our access
- Hope to drill new site soon.
- Need to spend money hoping to just get well head installed, City may have to install pipe to WTP. All pending time.

#### Twin Lakes 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
- Chlorine pump repairs

#### Twin Lakes

- Lift station monitoring
- Water sampling
- I&I Plan
- Looking for Booster station generator
  - Found a couple options hoping to purchase soon

#### City

- Updating GIS records
- Lead service line inventor
- Storm sewer grant SWDC
- Maintenance on pumps and generators
- Shop cleaning
- Heater repair at WTP

### 10.04 Building Official Report – Brian Linville

#### January 2024

- No permits issued
- Application received for garage on existing foundation - 520 E Webbeking, Site visit and consultation with owner
- Application received for new home and garage 110 County Rd 1 – under review
- Inspections and Other Activity:
- Progress check 511 Sunrise Dr and framing consult
- Consult with contractor regarding 218 Chestnut fire damage – Architect expected to submit drawings in the coming month
- Consult with ICS and State regarding school boiler replacement – Reserve Delegation Agreement not in place for project, State will permit and inspect
- 23-12 402 2<sup>nd</sup> St. Inspected and closed window replacement
- 23-11 44 Dalles Ave. Inspected and closed bath remodel

### 10.05 Library Report – Bethany Leseman

#### January 2024

- I did monthly reports, budget update, 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
- Moving barcodes from the insides of books to the outside front cover
- As items are requested and returned
- Patron help and ordering
- Invoices and receipts to city
- Updates as needed in Excel
- Daily chores and monthly CT14 to 28day change
- Present Wednesdays: coffee filter snowflakes, two snowperson foam crafts, painting wine glasses
- printed and posted closed dates and meeting dates for 2024
- B&T order
- Friends of the Library meeting prep, meeting, and clean up

- Library Board meeting prep, meeting, and clean up
- Carlton MS/HS students in library
- Two new patron cards issued
- Student interview for part time help (through Northern Lights Special Education Cooperative)
- orientation and first day training for student staff
- updated tally sheets
- Love Your Library letter updated

Cathie & Nicki:

- Adding new and donated items as they come in
- book information in computer to reflect AR level & label
- large amount of DVDs donated
- Daily chores
- Moving barcodes from the insides of books to the outside front cover
- As items are requested and returned
  - 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 City Council Meeting: Wednesday, March 13, 2024 @ 6:00pm**

## **13.00 Adjournment**

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to adjourn the meeting, the time being 6:53pm. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

Respectfully Submitted,

*Carol Conway*

Carol Conway

Clerk-Treasurer