

Carlton City Council

Meeting Minutes

Wednesday, March 13, 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 and Dave Sobczak

Council Absent: Ryan Schmidt, Heather MacDonald

Staff Present: Clerk/Treasurer, Carol Conway; Public Works Superintendent: Derek Wolf, Ambulance Manager, Santana Haggy

Others Present: Denise Coleman Lyng, Brenda Koski, Jan Koski, Daniel Williams, Eric Senarighi, Bill Irving, Bernie Despot

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the agenda with the following additions: **5.01: Guest; 9.12: Recycle Shed Employee.** The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

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, February 14, 2024.

4.02 Approval of Bills: Exhibit A dated March 13, 2024 in the amount of \$101,920.99. (\$48,931.60 electronic and \$52,898.39 by check).

4.03 Approval of Bills: Exhibit B dated March 13, 2024 presented at meeting in the amount of \$10,501.38 (\$0.00 electronic and \$10,501.38 by check).

4.04 Approval of Check Numbers: 36391 – 36457

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Fund Balance Report

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve the Consent Agenda as presented. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

5.00 Presentations and Guests

5.01 Jan and Brenda Koski

The Koski family expressed their appreciation for the quick response from Carlton Fire and Ambulance and care/concern given to Jan Koski by EMT's when she had a traffic accident.

5.02 Carlton County Riders

Eric Senarighi gave an update of how they would like to make a connecting ATV trail, from Saginaw Trail to Soo Line Trail. The connecting trail would be through the City of Carlton. They have contacted Carlton County about the possibility of using tax forfeited land West of First Street. This route is a long-range plan. At this time, they would like the City Council to pass a resolution supporting use of State Trunk Highway 45.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Thank You Note from North Country Ride

7.02 Charitable Gambling Donation Request Carlton-Wrenshall Robotics

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

Aye: 3 Nay: 0 Absent: 2

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2024-08: Resolution Accepting a Donation to the Carlton Area Library

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to accept the donations made to Carlton Area Library. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

8.02 Resolution 2024-09: Resolution Accepting a Donation to Carlton Ambulance Service

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to accept a donation made to Carlton Ambulance Service. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

8.03 Resolution 2024-10: A Resolution Approving A Connector Trail Corridor for ATV's (Class 1 and 2), UTV's and Snowmobiles through the City of Carlton

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve Resolution 2024-10 with the change of a maximum speed limit of 30 mph on State Trunk Highway 45 through the City of Carlton. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

8.04 Personnel Policy Update

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the personnel policy changes as presented with the exception of annual vacation accrual. Vacation accrual will be as follows: 40 hours for the first year and 80 hours the second year, all other accruals to remain the same. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

8.05 Ordinance Update: Chapter 7, Part 6. Snowmobiles, All-Terrain Vehicles and Utility Task Vehicles

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Ordinance update as present with the following changes: **706.03** - #7 change maximum speed limit to 30 miles per hour on State Trunk Highway 45 and delete #8. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

8.06 Cemetery Ordinance Update

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to update the Ordinance as presented. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.00 General Business

Project Updates

9.01 Test Well

Test Well has been install and preliminary results look good. 450,000 gallons of water was pumped and nearby residential wells levels dropped minimally and recovered to pre-pumping limits within 24 hours.

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to move forward with the project. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

Unfinished Business

9.02 Ambulance Support

Atkinson and Wrenshall Township will be supporting the Ambulance Service effective January 1, 2025. Ad for a Full-time EMT will be in the March 22, 2024 edition of the Pine Knot News. Hope to have someone hired by June 1, 2024.

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Full-Time EMT job description as presented. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.03 Four Seasons Damage

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to Award the Bid to the lowest bidder Donald Holm Construction Co., Inc. with a base bid of \$138,800.00. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the AIA Agreement with the addition of recommendations made by the League of Minnesota Attorney and with the removal of Alternate #1 Prefinished Metal Flashing between Siding and Precast. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.04 Tennis Courts

Survey is complete. Waiting on Attorneys to finalize documents.

New Business

9.05 Patry Truman – water issues on Birch Avenue

Resident was not present.

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to remove from agenda. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.06 LG230 Submitted by Cloquet Eagles

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the LG230 submitted by Eagles Aerie 1163. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.07 Land Survey

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Alta Land Survey quote in an amount not to exceed \$15,500.00. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.08 Soil Boring

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Braun Intertec Soil Boring quote in an amount not to exceed \$21,560.00. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.09 Med Compass Quote

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the MED Compass quote in the amount of \$5,180.00. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.10 Water Tower Lease Agreement

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie approve the Water Tower Lease Agreement with a monthly lease payment of \$450.00. Council declined the proposal of exchanging tower space for free internet services. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.11 Ambulance Manager – Insurance Opt-Out, H.R.A. Account

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve an annual Health Reimbursement Account of \$3,300.00 (prorated for 2024) and monthly insurance opt-out amount of \$500.00 for Santana Haggy. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.12 Recycle Shed Employee

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve the hiring of Michael Johnson upon acceptable pre-employment testing results. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk Report

February Activities

- Audit
- Complete and submit Mighty Ducks Grant
- Finalize Floodplain Ordinance
- OSHA 300 Report
- Election Judge Training
- Ambulance Manager Interviews
- Annual Revenue Recapture Training
- Cash Accounting Training
- Bid Opening for Four Seasons Repairs
- 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.
- ❖ Revenue Recapture Annual Training
- ❖ Election Judge Training ◇ Yuma Updates

10.02 Fire Chief Report – Chief Derek Wolf

- Mutual aid agreement updated with chiefs association – Barnum to redo
- Ambulance Manger – Santana has started. Going good so far.
 - Onboarding

- Lots of open shifts
- Need to hire next position asap
- Looking at options to fulfill shifts going into summer.
- Fire department taking over pop-cans for 4 seasons, so far so good.
- Standby generator on hold due to WLSSD equipment backordered, hopefully spring
- Implementing monthly equipment check lists – Started January. Went good.
- Relief meeting discussing vesting amounts etc.
- Updated I AM RESPONDING platform for mutual aid within county
- Pineview apartment new fire panel
- Grass fire season has already started

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	3	2.10%
Grass Fire	3	2.10%
Hazardous Conditions (CO alarm, smell of gas, etc.)	8	5.59%
Medical	112	78.32%
MVC	9	6.29%
Rescue	1	0.70%
Transfer	4	2.80%
Vehicle Fire	3	2.10%
Total: 143		Total: 100.00%

Report Filters

Activity/Training Start Actual Date: is between '1/1/2024' and '2/29/2024'

Report Criteria

Activity/Training Category: Is In Station Report

Report ran by: Wolf, Derek on 03/07/2024

10.03 Public Works Report – Derek Wolf

Well #6

- Test well Being installed starting December 11th
 - Drilled 4 holes, no water found only rock
 - Dilling 6 more sites week of January 8th.
 - Found water, good test pump results
 - Sent it water samples
 - Homeowner backed out of our access
- Hope to drill new site soon.
 - New site found. Purchase agreement in place with property owner. As of 3/7/24 appears to have good water. Test pumping 3/11/24
- Township is planning to install production well and piping to water plant. City will need to finish project and finish well components.
- Working with contractors and engineers on ongoing plan to spend money.

Twin Lakes water line

- Installing water line markers – on going
- Chlorine pump repairs

Twin Lakes

- Lift station monitoring
- Water sampling
- 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
- Brush clearing & tree removal
- Heater repair booster station
- Well 4 electrical component fail.
- Flatbed quotes

10.04 Building Official Report – Brian Linville

February 2024

Permits issued:

- 810 3rd St. – Ceiling grid and tile replacement
- 160 Vermillion St. – Attic room remodel
- 517 Stine Rd. – Bathroom framing and repair
- 110 County Rd. 1 – New home

Inspections and Other Activity:

Entered into Reserve Delegation Agreement with State – agreement allows City of Carlton to permit and inspect construction projects of limited scope at State licensed facilities and public buildings

Framing/insulation consult 517 Stine Dr.

Inspect and close drain tile permit 204 5th St.

Framing/insulation consults and inspections 160 Vermillion St.

Consults and plumbing inspections 511, 513, 515 & 517 Sunrise Dr

Consult and with Boldt Construction and State regarding ceiling grid and tile replacement at 810 S 3rd St, above ceiling inspection performed

10.05 Library Report – Bethany Leseman

February 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: painting wine glasses, paper roll/tin can/popsicle stick crafts
- B&T order
- Carlton MS/HS students in library
- Love Your Library donations recorded
- FOL Open House 2/10/24 11-2

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

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, April 10, 2024 @ 6:00pm

12.01 Board of Appeal and Equalization Open Book Meeting – April 15, 2024 @ 9:00am – 3:00pm

13.00 Adjournment

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to adjourn the meeting, the time being 7:00pm. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer