

# Carlton City Council

## Meeting Minutes

### Wednesday, April 10, 2024

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

Mayor Soderstrom called the meeting to order at 6:01pm

#### 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,

**Others Present:** Via Zoom: Ryan Schmidt, SchlennerWenner

#### 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: **9.10 Baker Tilly Agreement: 9.11: Mutual Aid Agreement.** 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, March 13, 2024.

**4.02 Approval of Bills:** Exhibit A dated April 10, 2024 in the amount of \$94,411.21.  
(\$56,546.11 electronic and \$37,865.10 by check).

**4.03 Approval of Bills:** Exhibit B dated April 10, 2024 presented at meeting in the amount of \$6,810.83 (\$216.35 electronic and \$6,593.98 by check).

**4.04 Approval of Check Numbers:** 36458 – 36513      **Void:** 36345 & 36505

**4.05 Review and Approval of Petty Cash**

**4.06 Charitable Gambling Report**

**4.07 Fund Balance Report**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Consent Agenda with a corrected amounts to Exhibit A as shown above. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### 5.00 Presentations and Guests

**5.01 Carlton County Rides** – Not Present.

**5.02 Audit Presentation**

Ryan gave a summary presentation of the 2023 Financial Audit (see attached). An Unmodified (Clean) Opinion was issued. City has a healthy General Fund balance. Water and Sewer Utilities are maintaining. Fire and Ambulance Fund balances had small increases.

**A Motion** was made by Councilor Schmidt and seconded by Councilor Sobczak to accept the 2023 Financial Audit. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to close the Regular Council Meeting and Open the Public Hearing, the time being 6:19pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### 6.00 Public Hearings/Planning Commission Meeting

## **6.01 Public Hearing: Cemetery Ordinance Updates**

No public in attendance.

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to close the Public Hearing and re-open the Regular Council Meeting, the time being 6:20pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **7.00 Petitions, Communications and Correspondence**

**7.01 Community Inflow and Infiltration Program Assessment** (Information only)

**7.02 Charitable Gambling Donation Request Carlton Prom Committee**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve a Charitable Gambling donation of \$450.00 to the Carlton Prom Committee. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**7.03 Housing Amendment Information**

Missing Middle Bill appears to be “dead” in the legislature for this year. Emergency Housing Bill is still active.

**7.04 Pet Partners Therapy Proclamation**

Council made the decision not to declare this proclamation.

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

**8.01 Resolution 2024-11: A Resolution Accepting a Donation to Carlton Ambulance Service**

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

**Aye: 5      Nay: 0      Absent: 0**

**8.02 Resolution 2024-12: A Resolution Accepting Score Grant**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2024-12 accepting the Recycle Center Score Grant from Carlton County. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**8.03 Resolution 2024-13: A Resolution Supporting Retention of City Zoning Authority**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve Resolution 2024-13 Supporting Retention of City Zoning Authority. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**8.04 Ordinance Update: Chapter 9, Part 7. Cemetery Maintenance and Use: Ordinance No. 216**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to approve Ordinance No. 216 as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

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

**A Motion** was made by Councilor Sobczak and seconded by Councilor Schmidt to approve Ordinance No. 17 as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **9.00 General Business**

### **Project Updates**

### **9.01 Test Well**

An addendum cancelling bids is being issued for the Well installation because price for the water line installation is high. City of Carlton amount for the water line installation is estimated to be around \$100,000.00. Action was not needed as Council approved moving forward at the March meeting.

### **Unfinished Business**

#### **9.02 Ambulance Support**

Next Meeting is May 1, 2024 @ 10:00am. Applications for full time EMT are due on April 12, 2024 by 4:00pm.

#### **9.03 Four Seasons Damage**

#### **9.04 Tennis Courts**

Quit Claim Deed has been approved by City Attorney and School District Attorney, once it is signed by the school it can be recorded and then city can move forward with tennis court refurbishment.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the land split as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **New Business**

#### **9.05 Request for Waiver of Charges**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to adjust the sewers charges to past practice. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.06 EPC Services – Proposal for Ambulance Billing Services**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to changing to a new ambulance billing company. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.07 Flatbed Purchase**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to approve the quote submitted by Widdes Trailer Sales for installation of flatbed on the 2019 Ford F250. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.08 Public Safety Aid Money**

#### **9.09 2024 Quarter 1 Ambulance Write-Offs**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the 2024 Quarter 1 Ambulance Write-Offs. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.10 Baker Tilly Agreement**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt the Baker Tilly Agreement for TIF services only. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.11 Mutual Aid Agreement**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the Mutual Aid Agreement with Mayo Ambulance Service. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

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

#### **10.01 Clerk Report**

#### **March Activities**

- Outstanding Assessment Balance Verification

- Presidential Primary Election
- Attended Township Annual Meetings
- Cybersecurity Webinar
- Review Preliminary Audit Results
- Ordinance Updates (ATV & Cemetery)
- Personnel Policy Updates
- Update Cemetery Booklet
- Prepare for Work Comp Audit
- Email and Computer Files Cleanout
- Floodplain Webinars
- 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.
- ❖ Presidential Primary Election

### 10.02 Fire Chief Report – Chief Derek Wolf

- Mutual aid agreement updated with chiefs' association – Barnum to redo
- Ambulance Manger –
  - Onboarding
  - Santana working with Erik on reports etc.
- 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 well.
- Relief meeting discussing vesting amounts etc.
- Working towards pre-planning documents
- Transportation night May 9<sup>th</sup>
- Had a car fire in Black Bear Parking Ramp, first time that I remember

### 10.03 Public Works Report – Derek Wolf

#### Well #6

- Test well Being installed starting December 11<sup>th</sup>
  - New site found. Purchase agreement in place with property owner.
  - Land being purchase by Township.
  - Hope to clear site right after closing
- 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.
- Well bid opening April 16<sup>th</sup>

#### 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
  - Picked on up from United Rentals
  - Electrician is working on cords and plugs

#### City

- Updating GIS records
- Lead service line inventor
- Plowed snow
- FOG Inspections
- Sump pump inspections

- Flatbed quotes

## 10.04 Building Official Report – Brian Linville

March 2024

### Permits issued:

24-04 504 Sunrise Dr. Screened structure on existing foundation

### Inspections and Other Activity:

- Consult permit holder 24-03 106 County Rd.
- Permit application review, site visit and consult with owner 317 North Ave.
- Permit application review, site visit and consult with owner 504 Sunrise Dr.
- Inspect and close 23-39 500 3<sup>rd</sup> St Fire damage repair
- Framing/insulation consults and inspections 160 Vermillion St.
- Consults and radon riser inspections 515 & 517 Sunrise Dr
- Consults with Boldt Construction and State regarding fire-rated construction at 810 S 3<sup>rd</sup> St. - Department of Health requiring additional work and Architect
- Inspect failing structure 201 Spruce Ave, consult with Owner Representatives regarding shoring to mitigate hazardous situation and prevent condemnation, Inspect shoring
- Review Architect Directive regarding fire damage repair 218 Chestnut
- Final inspect 23-36, 23-40 110 3<sup>rd</sup> St Bookstore

March 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
- Carlton MS/HS students in library
- Cleaned and organized storage rooms
- Friends of the library meeting prep, meeting and meeting clean up
- Networking with Cloquet Friends of the Library
- Three training videos for the City
- Craft examples for March and April holidays
- Annual Report
- Redid "new" book displays
- Love Your Library donations recorded, and posts updated
- We were closed on 3/25/24 due to snow

Cathie & Nicki:

- Adding new and donated items as they come in
- book information in computer to reflect AR level & label
- \*large amount of 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 Board of Appeal and Equalization Open Book Meeting – April 15, 2024 @ 9:00am – 3:00pm

12.02 Regular Council Meeting – May 8, 2024 @ 6:00pm

12.03 Office Closed – May 27, 2024 (Memorial Day)

### 13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to adjourn the meeting, the time being 7:01pm. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer

Click on image below to view Powerpoint Presentation. Hit “Escape” to get back.



## City of Carlton, Minnesota

Presentation of the Audited Financial Statements

Fiscal Year Ended December 31, 2023

