

**Carlton City Council  
Meeting Minutes  
Wednesday, May 8, 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, Dave Sobczak, Heather MacDonald, Ryan Schmidt

**Council Absent:** None

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

**Others Present:** Eric Senarighi, Daniel Williams, Kirt Hedquist

**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: **9.13 Seasonal Sewer Credit; 9.14: Playground Equipment.** 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 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, April 10, 2024; Special Meeting, April 25, 2024.

**4.02 Approval of Bills:** Exhibit A dated May 8, 2024, in the amount of \$90,251.70. (\$41,322.27 electronic and \$48,929.43 by check).

**4.03 Approval of Bills:** Exhibit B dated May 8, 2024, presented at meeting in the amount of \$4,692.89 (\$0.00 electronic and \$4,692.89 by check).

**4.04 Approval of Check Numbers:** 36514-36573

**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 Sobczak to approve the Consent Agenda as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**5.00 Presentations and Guests**

**5.01 Carlton County Rides**

Carlton County Riders would like Council to consider allowing a trail West of First Street. Minnesota Department of Transportation will not allow State Highway 45 to be used as a connector trail. A map with three suggested options was presented. No decision was made. City Council would like time to review map and possible alternate routes.

**6.00 Public Hearings/Planning Commission Meeting**

**7.00 Petitions, Communications and Correspondence**

## **7.01 MN Power Rate Increase Notice (Information only)**

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

### **8.01 Resolution 2024-14: A Resolution Accepting a Grant to the City**

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2024-14 accepting the WLSSD Wastewater Services Planning Grant. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### **8.02 Resolution 2024-15: A Resolution Accepting a Donation to the City**

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve Resolution 2024-15 accepting the donation of a 2017 Chevrolet Silverado 1500LT Pickup, from Enbridge to Carlton Fire and Ambulance. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

## **9.00 General Business**

### **Project Updates**

#### **9.01 Test Well**

- Public Utility Easement

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Public Utility Easement with Twin Lakes Township.

### **Unfinished Business**

#### **9.02 Ambulance Support**

- Wage Change Proposal

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to approve the following wages: EMR: \$10/hour; EMT riding 3rds: \$12/hour; Inexperienced EMT's: \$13/hour; Experienced EMT's \$14/hour. Effective May 1, 2024. The motion passed unanimously, with Councilor Bodie abstaining.

Aye: 4      Nay: 0      Absent: 0      Abstain: 1

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

#### **9.04 Tennis Courts**

Signed Quit Claim Deed has been received.

#### **9.05 Public Safety Aid Money**

- Outdoor Warning Sign

Staff will obtain information on how far sound will carry and the cost if the existing siren is replaced.

### **New Business**

#### **9.06 ECP Services – Professional Services Agreement**

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Agreement for Professional Billing Services with ECP Services. This agreement is for ambulance billing services. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

#### **9.07 St. Germain's Cabinet Quote**

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the quote submitted by St. Germain's for upgrades to the Fire Hall. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

#### **9.08 Financial Advisor Quotes**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the quote submitted by David Drown and Associates. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.09 Construction Standards**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the Construction Standards that were prepared by the City Engineer. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.10 Library Board Member**

**A Motion** was made by Councilor Bodie and seconded by Councilor Schmidt to approve Jaclyn Skille as a Library Board Member. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.11 Formation of Personnel Committee**

**Mike Soderstrom and Dave Sobczak will be on the Personnel Committee.**

#### **9.12 iPad/Chromebooks**

Staff will research the cost of iPad's to be purchased for Council use.

#### **9.13 Seasonal Sewer Credit**

Seasonal sewer credit for watering gardens will not be given going forward. Staff will look into cost of purchasing a 2<sup>nd</sup> meter for outside use.

#### **9.14 Playground Equipment**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Schmidt to purchase a new slide for the playground. Charitable Gambling Funds will be used to pay for the purchase. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

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

#### **10.01 Clerk Report**

##### April Activities

- Data Request
- Ambulance Billing Company Quotes
- Send Letter and Enter Claims into Revenue Recapture
- Work on Updating Internal Controls
- Calls with Financial Advisor Consultants
- LMC Salary Survey
- Work Comp Audit
- Updates to Ordinances
- EMT Interviews
- Utility Billing Software Demo's
- Cemetery Software Demos
- 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.
- ❖ Move Ambulance Files
- ❖ End of Quarter Filings
- ❖ Cash Basis of Accounting Webinar

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

- Mutual aid agreement updated with Chiefs' Association – Complete
- Ambulance Manger –
  - Things going good with Santana
  - Interview for full time EMT

- Need to cover open shift with paid on call.
- Fire department taking over pop-cans for 4 seasons, so far so good.
- Standby generator on hold due to WLSSD equipment backordered, hopefully soon
- Relief meeting discussing vesting amounts, updating bylaws
- Transportation night May 9<sup>th</sup>
- BBC addition to event center
- Looking at ATV replacement
- Safety aid
- New pickup hope to receive soon
- Detours on Highway 61 and County Rd 5
- County Rd. 6 detour
- CAFD meeting at BBC to discuss responses
- New member completed EMR class
- Captain Psyck finishing officer class
- Gordy Davis funeral

### **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 purchased by Township. – Complete.
  - Hope to clear site right after closing – Complete.
  - Waiting for site plan and MDH location approval for well location
- Township withdrew well bids and put all money towards water line install.
- Township installing water line for well on Douglas Road – on going.
- Worked on agreement for City and Township

#### **Twin Lakes water line**

- Installing water line markers – on going
- Chlorine pump repairs – might finally be done.

#### **Twin Lakes**

- Lift station monitoring
- Water sampling
- Looking for Booster station generator
  - All cords made up
  - Need to test

#### **City**

- Updating GIS records – almost complete hope to have maps by September
- WLSSD Grant accepted
- Lead service line inventory
- Plowed snow
- Flatbed being installed
- Playground slide
- Sewer lateral replacement on second street
- Water service leak on second street
- Fire alarm annual inspections
- Sprinkler systems inspections
- Tennis nets
- Weather siren
- Generator failure at WTP trying to work out what is wrong. On-going discussion with gas company and generator company. We think regulator issue.

### **10.04 Building Official Report – Brian Linville**

**April 2024**

#### **Permits Issued:**

24-06 217 Gillespie Dr. Kitchen Remodel

24-07 16 Falls Ave. Window/Door Replacement  
24-08 217 Sugar Maple Ln. New Single-Family Dwelling

**Permits Closed:**

23-36, 23-40 110 3<sup>rd</sup> St.

**Inspections and Other Activity:**

- Returned plan review comments 218 Chestnut
- Review Architect Directive regarding fire damage repair 218 Chestnut
- Inspected life safety corrections 110 3<sup>rd</sup> St
- Insulation/vapor barrier inspection 10 Almar Dr.
- Mechanical and Framing Inspections 515 & 517 Sunrise Dr.
- Final Plumbing, Mechanical, Life Safety Inspections and Blower Door Test 511 & 513 Sunrise Dr.

## **10.5 Library Report – Bethany Leseman**

April 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
- I ordered books
- I did 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
- Carlton MS/HS students in library
- Library Board meeting
- prep, meeting and clean up
- Love Your Library donations recorded, and posts updated
- Updated timecards and passed information on to staff
- Grant workshop in Mt. Iron
- Donated three boxes of kids book to the MN Extension Office
- Set up and clean up from a Legacy Program

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

## **10.6 Ambulance Manager Report – Santana Haggy**

- Held interviews for the full-time EMT and hired Dylan Davis to start on 5/6.
- I am continuing to reach out to paid on call ambulance staff to get to know them.
- 609 had front end work completed.
- 601 had some recall work completed.
- Attended the Chiefs meeting to introduce myself and start to build community relationships.
- I am continuing to work on filling open shifts and recruitment ideas for additional paid on call personnel.

Call Breakdown - Incident Type (based on station reports)

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	9	3.35%
Grass Fire	11	4.09%
Hazardous Conditions (CO alarm, smell of gas, etc.)	10	3.72%
Medical	211	78.44%
MVC	11	4.09%
Public Assist	1	0.37%
Rescue	1	0.37%
Structure Fire	5	1.86%
Transfer	6	2.23%
Vehicle Fire	4	1.49%
	Total: 269	Total: 100.00%

10.07 Council Member Report

10.08 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 MS 150 Bike Race at DNR Pavilion – June 8, 2024

12.02 Regular Council Meeting – June 12, 2024 @ 6:00pm

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

13.00 Adjournment

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to adjourn the meeting, the time being 7:02pm. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

Respectfully Submitted,

Carol Conway  
Clerk-Treasurer