

Carlton City Council

Meeting Minutes

Wednesday, June 12, 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

Council Absent: Ryan Schmidt

Staff Present: Clerk/Treasurer, Carol Conway; Public Works Superintendent, Derek Wolf; Deputy Clerk, Jodie Johnson

Others Present: Sarah Helwig, Denise Coleman Lyng

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the agenda with the following additions: **9.26 Disc Golf; 9.27 Private Sewer Line Agreement.** 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 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, May 8, 2024; Special Meeting, May 13, 2024.

4.02 Approval of Bills: Exhibit A dated June 12, 2024, in the amount of \$135,710.83. (\$57,453.18 electronic and \$78,257.65 by check).

4.03 Approval of Bills: Exhibit B dated June 12, 2024, presented at meeting in the amount of \$46,270.14 (\$19,280.64 electronic and \$26,989.50 by check).

4.04 Approval of Check Numbers: 36574-36634

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: 4 Nay: 0 Absent: 1

5.00 Presentations and Guests

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Minnesota State Demographic Center

2023 Population Estimate: 954

2023 Household Estimate: 426

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2024-17: A Resolution Authorizing Administrative Budget Amendment (Modification #1) of the Tax Increment Financing Plan for Tax Increment Financing District No. 2

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2024-17 making changes to TIF District #2. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2024-18: A Resolution Accepting a Donation to the City

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2024-18 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 General Business

Project Updates

9.01 Test Well

- Payment to Twin Lakes Township for City portion of water line installation

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve payment of \$136,775.97 for water line installation along Douglas Road. Payment to be coded to the General Fund (50%) and Water Fund (50%). The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Unfinished Business

9.02 Tennis Courts

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to remove this item from future agendas. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.03 Public Safety Aid Money

Council directed staff to get quotes from additional suppliers.

9.04 Carlton County Riders

Council reviewed and discussed the three (3) proposed routes, they would like to see other options.

9.05 Seasonal Sewer Credit

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to remove this item from future agendas and add to budget session. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

New Business

9.06 Approval of Election Judges

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the following to serve as 2024 Election Judges: Cathie Anderson, Cindy MaCaulay, Kitty O'Hara Bureau, Larry Penk, Leola Rodd, Melissa Maki, Rosemary Tobin, Tracy Moehrke. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.07 Certificate of Deposit (CD) Renewal at Woodlands National Bank

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve renew the CD at Woodlands National Bank for a 9-month term. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.08 Close Office June 21, 2024, for Training

Informational only.

9.09 Rehire Carl Amundson as Cemetery Helper

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to re-hire Carl Amundson at \$16.00/hour. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.10 New MN Flag – No action taken at this time.

9.11 Write Off Ambulance Run 23-447

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to Write-Off Run #23-447. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.12 Liquor at Fire Hall

Carlton Fire Relief will need to submit a 1 to 4 Day Temporary Liquor Permit and obtain Liquor Liability Insurance for the Retiree Steak Fry and Bingo Night.

9.13 Minnesota Department of Transportation Permit Application for In-Street Pedestrian Crossing Signs.

Council would like an opinion from the City Attorney. If he approves the permit application will be signed.

9.14 Communication Tower at 1780 Justice Drive

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve a 195' Communication Tower at 1780 Justice Drive. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.15 Short-Term Camping Rental Permit Application

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Short-Term Camping Permit. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.16 LG220 Application for Exempt Permit

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the LG220 submitted by the Carlton County Chapter of MN Deer Hunters Association. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.17 Fee Schedule Updates

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve adding Library Lost Book Fee and change Ambulance Special Events Fee. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.18 MNIT Whole-of-State MDR Program

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to contract with MNIT for MDR services if we are eligible per guidelines. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.19 Toshiba Copier Contract

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the 48-month contract with Toshiba for copiers. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.20 CIMS Cemetery Software Proposal

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the purchase of CIMS Cemetery Software. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.22 RCB Collections Agreement

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the agreement with RCB Collections. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.23 Thein Well Quote

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Thein Well quote for pulling and inspecting Wells 4 and 5. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.24 Add Library Board to City Insurance Policy

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to add the Library Board to the City Insurance Policy for Errors and Omissions coverage. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.25 Volunteer Services Request

The City is unable to help with the request as there was no negligence on the part of the City during the torrential rainfall.

9.26 Private Sewer Line Lateral Agreement.

If the resident does not provide video or give the City an update as to when the video will be provided a \$50 monthly surcharge will be added to the utility bill.

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk Report

May Activities

- Sewer Lateral Line Letter
- Revenue Recapture Audit (ongoing)
- Quarterly Ambulance Committee Meeting
- New Computer
- RCB Payment Research
- Joint Power Resolution with Twin Lakes Township
- Research, Order and set up iPads
- Record Cemetery Sales/Burials
- Election Administration Training
- TIF Reporting Training
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, payroll review)

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Library Petty Cash
- ❖ Add Water Tips to Website
- ❖ Work with EMS/MC to apply discount to eligible patient balances.

10.02 Fire Chief Report – Chief Derek Wolf

- Fire department taking over pop-cans for 4 seasons, so far so good.
- Standby generator onsite working on service and hooking up.
- Relief meeting discussing vesting amounts, updating bylaws
- Looking at ATV replacement, group has met. Looking to demo a couple of models
- New pickup hope to receive soon
- MS 150 June 8th
- 1 new application and 1 resignation
- Upcoming training to Justice center and Northern Natural Gas
- Tabletop exercise in Jay Cooke Pushed till September
- Sherriff office recognition ceremony

10.03 Public Works Report – Derek Wolf

Well #6

- Well line complete.
- Final invoicing

Twin Lakes water line

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

- Casino line passed pressure test.
- Start up on casino pump soon

Twin Lakes

- Lift station monitoring
- Water sampling
- Looking for Booster station generator – complete all worked good

City

- Updating GIS records – almost complete hope to have maps by September
- WLSSD Grant accepted
- Lead service line inventory – long painful process
- Playground slide – waiting for parts
- Tennis nets – on going
- Weather siren – presented update sound plan
- Generator failure at WTP – problem solved waiting on invoice
- Ditching on Birch ave
- Safety meeting
- Water & sewer connection on Dalles Ave
- MS 150 coming through town
- Youth working Evan, working for us
- Top soil at DNR park
- Re-doing DNR park signs
- #19 crane hopefully in August

10.04 Building Official Report – Brian Linville

May 2024

Permits Issued:

- 24-? 80 Dalles Ave. Carport Lean-to Addition
- 24-10 326 Walnut St. Window Replacement
- 24-11 402 2nd St. House and Garage Re-roof
- 24-13 3 County Rd.1 Fence Permit
- 24-? 69 Dalles Ave. New Single-Family Dwelling
- 24-? 317 North Ave. Home Remodel and Garage Demo

Permits Closed:

- 24-01 160 Vermillion St. Interior Remodel
- 24-05 317 North Ave. Permit Void and new application received for reduced project scope
- 24-07 16 Falls Ave. Door & Window Replacement

Inspections and Other Activity:

- 121 Vermillion site visit and consult with owner regarding planned classroom addition
- 106 County Rd. 1 New home and shop underground plumbing, radon, slab foundation, in-slab tubing, foundation insulation, backfill inspections
- 217 Sugar Maple Ln. New home footing, foundation, foundation insulation & waterproofing, radon, underground plumbing, drain tile, backfill inspections
- 160 Vermillion St. Final inspection
- 69 Dalles Ave. Plan review and comments
- 80 Dalles Ave. Plan review and comments
- 16 Falls Ave. Final inspection
- Code research and consultation with State, communications with Contractor regarding permitting communications tower for new County Jail
- Received incomplete permit application for front porch addition

10.05 Library Report – Bethany Leseman

May 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
- Computer assistance
- Activity room cleaning
- Invoices and receipts to city
- Updates as needed in Excel
- Daily chores and monthly CT14 to 28day change
- Carlton MS/HS students in library (last time for this school year)
- Friends of the Library meeting
- prep, meeting and clean up
- Reference calls
- Take and Make from ALS put out
- Accepted book donations
- April contest prize planning
- Love Your Library donations recorded, and posts updated
- ALS Technology meeting via Zoom
- Set up and clean up from a Legacy Program: Barn Quilt Trails
- Chamber calls and emails
- Summer Activity bookmarks made, printed, cut and distributed
- Final progress report for student worker
- Celebration School Year Wrap-up at the Carlton High School

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

- Ambulance committee meeting
- Onboarding and training Dylan
- Attended CCEMS Meeting
- Held interviews for new paid on call EMTs.
- Continuing to work on scheduling and filling shifts

Call breakdown through May:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	13	3.76%
Grass Fire	15	4.34%
Hazardous Conditions (CO alarm, smell of gas, etc.)	10	2.89%
Medical	277	80.06%
MVC	11	3.18%
Public Assist	1	0.29%
Rescue	1	0.29%
Structure Fire	6	1.73%
Transfer	7	2.02%
Vehicle Fire	5	1.45%
Total: 346		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**