

Carlton City Council

Meeting Minutes

Wednesday, July 10, 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:

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

Others Present: 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: **9.11 Peddler License 9.12 Generator Maintenance**. 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, June 12, 2024.

4.02 Approval of Bills: Exhibit A dated July 10, 2024, in the amount of \$187,634.12. (\$23,786.05 electronic and \$163,848.07 by check).

4.03 Approval of Bills: Exhibit B dated July 10, 2024, presented at meeting in the amount of \$106,364.76 (\$40,072.66 electronic and \$66,292.10 by check).

4.04 Approval of Check Numbers: 36635-36693 (Void 36632,36694)

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Cardmember Services Credit Card Statement

4.08 Fund Balance Report

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

Aye: 5 Nay: 0 Absent: 0

5.00 Presentations and Guests

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Employee Benefits Review and Expenditures Review

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2024-19: A Resolution Requiring the Tally of Write-In Votes Only if Votes are Greater than a Ballot Candidate's Total Votes

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2024-19. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2024-20: A Resolution Accepting a Donation to the City

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2024-20 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Data Practices for the Public Policy

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Data Practices for the Public Policy as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Project Updates

9.01 Test Well

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

Aye: 5 Nay: 0 Absent: 0

Unfinished Business

9.02 Public Safety Aid Money

- Outdoor Warning Siren Quote – Council would like additional information before a decision is made.

9.03 Carlton County Riders

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

Aye: 5 Nay: 0 Absent: 0

New Business

9.04 Property Split

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve splitting off an overlapping portion of 15-180-0318 and adding it to 15-180-0325. See attached survey. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.05 Peddler Application

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Peddler Application submitted by Kacper Koziot for the selling of Educational Books door-to-door. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.06 Approval of Hiring Cade McCusker

A Motion was made by Councilor Schmidt and seconded by Councilor MacDonald to approve the hiring of Cade McCusker as a Paid-on-Call EMT. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.07 Outstanding Ambulance Claims

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to allow the Clerk/Treasurer to offer in-district billing rates to outstanding ambulance bills that were billed at out-of-district rates. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.08 2nd Quarter Ambulance Write-Off

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the 2nd Quarter Ambulance Write-Offs in the amount of \$125,038.79. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.09 Chemstar Sewer

Clerk is working with UBMax (billing software) to determine how the sewer billing should be processed. It appears that it has been set up incorrectly since 2013. No action taken until more information is known.

9.10 Supplemental Liquor License

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the Supplemental Liquor Licenses submitted by Carlton VFW and Third Base Bar. Each entity is required to pay \$500.00 towards extra patrol costs. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.11 Peddler Application

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Peddler Application submitted by Rambler Food Truck for sales on July 13, 2024. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.12 Generator Repair

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the quote from Total Energy Systems for cooling system maintenance on the Fire Hall Generator. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk Report

June Activities

- MNIT Teams Meetings
- Revenue Recapture Audit (ongoing)
- Cemetery (locates and look for makers)
- Letters to Ambulance Patients
- Create Data Practices Policy for the Public
- Start updating Cemetery Burial Spreadsheet for Date Migration
- Start ECP (Ambulance billing) On Boarding Process
- Start 2025 Budget Process
- CD Renewal at Woodlands Bank
- Weekly Department Head Meetings
- 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
- ❖ Continue to work with EMS/MC to get payments processed correctly.

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. – on going
- Relief meeting discussing vesting amounts, updating bylaws
- Looking at ATV replacement, group has met. Looking to demo a couple of models
- New pickup – received. Working on lights, etc.

- MS 150 June 8th
- Upcoming training to Justice center and Northern Natural Gas
- Tabletop exercise in Jay Cooke Pushed till September
- Hose Testing
- Carlton Daze
- DNR Grant Submitted
- Audit complete
- \$5000 Grant awarded from Sappi to go towards ATV, thanks Tyler!
- Grant received for a pallet of canned water. Thanks Tim!
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10.03 Public Works Report – Derek Wolf

Twin Lakes water line

- Installing water line markers – complete
- Chlorine pump repairs – complete
- Casino line passed pressure test.
- Start up on casino pump – found error on pressure gauge location, company needs to repair piping

Twin Lakes

- Lift station monitoring
- Water sampling

City

- Updating GIS records – almost complete hope to have maps by September
- WLSSD Grant accepted – smoke testing in August
- Lead service line inventory – long painful process – almost complete
- Playground slide – need to install
- Tennis nets – on going
- Weather siren – presented update sound plan
- Safety meeting
- Youth working Evan, working for us
- Re-doing DNR park signs
- #19 crane hopefully in July 11th goes in for installation
- Soil boring: North Ave, South Ave, 4th st, Ashland Ave, 6th street, Cedar Ave
- Surveying on 6th street, Ashland Ave, Cedar Ave
- Lots of locates
- Wood chips in DNR park
- Clean WTP filter
- Cemetery road work

10.04 Building Official Report – Brian Linville

June 2024

Permits Issued:

- 24-17 97 Dalles Ave. Roof Replacement
- 24-18 3 County Road 1 Exterior Door Replacement
- 24-20 3 County Road 1 Drain tile and Wall Seal
- 24-13 3 County Rd.1 Fence Permit
- 24-? 301 Walnut Ave. Wall-mounted Sign

Permits Closed:

- 23-15 326 South Ave. Void – Owner will not replace porch at this time

Inspections and Other Activity:

- 326 South Ave. Phone consults with Owner regarding porch replacement
- 1780 Justice Dr. Received application for 195' communication tower, began plan review and made initial plan review comments, phone consults with Owner, Contractor and State
- Contractor and Metal Building Manufacturer phone consults regarding roof snow load – 42 PSF, Online Garage Packet requires updating

- 106 County Rd. 1 New home plumbing rough-in, framing and roof inspections, new shop framing and roof inspections
- 97 Dalles Ave. Roof underlayment and final inspections
- 206 Spruce Ave deck reconstruction, no permit – contacted Contractor
- 305 6th St. N. WLSSD Pump Station Contractor phone consult regarding partial C of O requirements, permit and inspection record search
- 605 Chestnut Ave. Owner consults regarding new garage
- 93 Dalles Ave. Owner consult regarding existing garage demo and new garage
- 225 Chestnut Ave. RTU replacement no permit, permit applied for, consult with contractor
- 538 Lindberg Dr. Contacted by owner regarding deck replacement, left v.m. – no response
- 69 Dalles Ave. New home underground plumbing and radon inspections

10.05 Library Report – Bethany Leseman

June 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
- Activity room cleaning
- Invoices and receipts to city
- Updates as needed in Excel
- Daily chores and monthly CT14 to 28day change
- Reference calls
- Chamber calls and emails
- Lawn Games & Chalk up the Walk out
- Surveys and handouts for “Tuey” Comic Stunt Juggler Legacy Program
- Readjusted point levels for rewards bins and filled bins with leftovers from previous years

Cathie:

- 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

- Dylan completed his onboarding and orientation and is now done riding as a third.
- Provided ambulance coverage for the Spring Fever Days Rodeo and Bear Bash at Black Bear Casino.
- Hosted a first aid table for the MS150 Bike ride
- Hired new Paid-on-Call EMT Cade McCusker who will start on 7/2.
- CPR Instructor Course held with 5 new instructors for our CPR program.

Call breakdown through June:

Call Breakdown - Incident Type (based on station reports)

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	14	3.29%
Grass Fire	15	3.52%
Hazardous Conditions (CO alarm, smell of gas, etc.)	12	2.82%
Medical	342	80.28%
MVC	14	3.29%
Public Assist	1	0.23%
Rescue	4	0.94%
Structure Fire	8	1.88%
Transfer	10	2.35%
Vehicle Fire	6	1.41%
	Total: 426	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 Regular Council Meeting – August 14, 2024 @ 6:00pm

12.02 Curnow Marathon – DNR Park Pavilion – July 13, 2024

12.03 Carlton Daze – July 26 – 28, 2024 (Voyager Race and Car Show on Saturday, Parade on Sunday).

12.04 Candidate Filing Period for General Election (Council Seats) July 30, 2024 – August 13, 2024

12.05 Primary Election Day – August 13, 2024, 7:00 am to 8:00 pm

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

Carol Conway
Clerk-Treasurer