

Carlton City Council

Meeting Minutes

Wednesday, August 14, 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: 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: **8.03 Resolution 2024-23**. 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, July 10, 2024; Special Meeting, July 23, 2024.

4.02 Approval of Bills: Exhibit A dated August 14, 2024, in the amount of \$357,978.97.
(\$114,009.13 electronic and \$243,969.84 by check).

4.03 Approval of Bills: Exhibit B dated August 14, 2024, presented at meeting in the amount of \$159,860.19 (\$11,503.56 electronic and \$148,356.63 by check).

4.04 Approval of Check Numbers: 36695-36749

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

4.09 Sewer Charges

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Consent Agenda as presented with agreed upon changes to the sewer charges. 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 Revenue Recapture Audit Findings and Conclusion (Informational Only)

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2024-21: A Resolution Making an Appointment to Carlton Housing Rehabilitation Authority (HRA) Board of Directors

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve Resolution 2024-21 making an appointment to the Carlton HRA Board of Directors. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2024-22: A Resolution Accepting a Donation to the City

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve Resolution 2024-22 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.03 Resolution 2024-22: A Resolution Accepting a Donation to the City

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve Resolution 2024-22 accepting donations to the South Terrace Courts. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 General Business

Project Updates

Unfinished Business

9.01 Public Safety Aid Money

- Outdoor Warning Siren Quote – Council would like to look at other options for use of the Public Safety Aid Money

9.02 Chemstar Sewer

No further action needs to be taken

New Business

9.03 Santana Haggy and Dylan Davis off Probation

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve Santana Haggy and Dylan Davis as permanent employees. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.04 Trevor Nelson, Firefighter; Shylee Williams, Paid on Call EMT

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the hiring of Trevor Nelson and Shylee Williams. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.05 Longevity Raised: Carol Conway (.31)

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve a .31 raise for Carol Conway effect August 19, 2024. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.06 Utility Billing Quote

No decision will be made until September Council Meeting.

9.07 Approval for Fire Relief to have liquor at the Fire Hall

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve liquor at the Fire Hall provided by the Carlton Fire Relief on September 7, 2024, for the Steak Fry. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk Report

July Activities

- Revenue Recapture Audit (Finalized)
- Review Law Summaries
- Attend Tennis Courts Meetings
- Create Data Practices Policy for the Public
- Election Judge Training
- Continue ECP (Ambulance billing) On Boarding Process
- Ambulance & Fire Budgets
- Utility Billing Software Demo's
- 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 – hoping hook up in September
- 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.
- Table top exercise in Jay Cooke Pushed till September
- Hose Testing
- Carlton Daze – went well, lower turn out then past.
- Brickyard Days parade; Esko Fun Days parade
- Ambulance Committee meeting
- Ambulance 609 motor and AC issues; Ambulance 601 AC fixed
- Pump testing and service
- Ladder service
- Auto ex tools service in August

10.03 Public Works Report – Derek Wolf

Twin Lakes water line

- Start up on casino pump – Completed
- Just need to “go live” for the casino

Twin Lakes

- Lift station monitoring
- Water sampling
- Locates

City

- Updating GIS records – almost complete hope to have maps by September
- WLSSD Grant accepted – smoke testing in August
- Weather siren – presented update sound plan
- Tennis nets – on going meetings
- Re-doing DNR park signs – on going
- *Lead service line inventory - complete*
- *Playground slide – Complete*
- *#19 crane hopefully in July 11th goes in for installation - complete*
- *Soil boring: North Ave, South Ave, 4th st, Ashland Ave, 6th street, Cedar Ave - complete*
- *Surveying on 6th street, Ashland Ave, Cedar Ave – complete*
- Found/repaired missing water curb stops

- Carlton Daze
- Pumped outhouse
- National night out
- Mowing
- #29 repair
- Paint Crosswalks
- Hydrant Flushing – upcoming
- Smoke Testing – upcoming

10.04 Building Official Report – Brian Linville

July 2024

Permits Issued:

24-23 721 2nd St. Re-side house and garage
 24-25 324 Chestnut Ave. Replace roof and gutters
 24-28 105 Spruce Ave. Re-side house and garage
 24-30 11 Vermillion St. Re-roof house
 24-? 605 Chestnut Ave. New garage

Permits Closed:

24-19 225 Chestnut Ave. Void – Mechanical Contractor bond not current

Inspections and Other Activity:

- 326 South Ave. Phone consults with Owner regarding porch replacement
- 1780 Justice Dr. Communication Tower: Phone consults with Owner, Contractor and State, issued plan review comments – awaiting response
- 3 County Rd. 1: Drain tile inspection scheduled, Contractor no-call/no-show
- 201 Spruce Ave. Woodland Pines: Received drawings and permit applications for structural reinforcement and roof replacement, plan review and comments issued, consults with Owner and State – awaiting roof structural evaluation, issued “Draft Permit” for 2nd Floor Structural Reinforcing, site visit
- 305 6th St. N. WLSSD Pump Station Electrical Building Life Safety Inspection, code research, shop drawing receipt, plan review, consult regarding C of O
- 605 Chestnut Ave. Owner consults regarding new garage
- 69 Dalles Ave. New home slab/footing, insulation/vapor barrier, tubing inspections
- 218 Chestnut Ave. Contacted by Contractor – will not be performing fire restoration work due to lack of response from Owner
- 701 1st St. Owner consult regarding leaking roof and unresponsive Contractor, recommend contacting DLI Enforcement and provided contacts and information on Contractor Recovery Fund

10.05 Library Report – Bethany Leseman

July 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; 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
- Set up and prep for Friends of the Library meeting
- Attended and cleaned up after the Friends of the Library meeting
- Organized Friends of the Library book/bake sale table set up
- Organized removal of leftover books from book sale

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

- New Paid on Call EMT- Shylee Williams

- Attended CCEMS meeting
- Department volunteered for Carlton Daze 5K water station and Department Open House
- Continue to reach out to staff for shift coverage
- Worked with area departments to find Fire and EMS coverage for the Carlton County Fair

Call breakdown through July:

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	16	3.21%
Grass Fire	16	3.21%
Hazardous Conditions (CO alarm, smell of gas, etc.)	13	2.61%
Medical	404	81.12%
MVC	16	3.21%
Public Assist	1	0.20%
Rescue	4	0.80%
Structure Fire	9	1.81%
Transfer	12	2.41%
Vehicle Fire	7	1.41%
Total: 498		Total: 100.00%

10.07 Council Member Report

Councilor Sobczak has been approached about people camping in the DNR Park during Carlton Daze and would like they would like to know if people can camp any time. Clerk will contact DNR to find out who is responsible for this situation.

10.08 Mayor Report

11.00 Recap Action Items

12.00 Upcoming Meetings and Events

12.01 Fire Board Meeting: Wednesday, August 21, 2024 @ 6:00pm

(Twin Lakes Township Hall, 1692 Douglas Road)

12.02 Steak Fry: Saturday, September 7, 2024 @ 5:00pm

12.03 Regular Council Meeting: Wednesday, September 11, 2024 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to adjourn the meeting, the time being 6:27pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer