

**Carlton City Council  
Meeting Minutes  
Wednesday, September 11, 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; Trent Prigge, City Engineer, Jodie Johnson, Deputy Clerk.

**Others Present:** Denise Coleman Lyng

**3.00 Approve Agenda (Agenda Additions/Deletions)**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to approve the agenda with the following additions: **9.10 Fire Hall Blacktop; 9.11 Employee Resignation; 9.12 Corrpro Quote.** 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, August 14, 2024.

**4.02 Approval of Bills:** Exhibit A dated September 11, 2024, in the amount of \$113,800.50. (\$42,084.30 electronic and \$71,760.20 by check).

**4.03 Approval of Bills:** Exhibit B dated September 11, 2024, presented at meeting in the amount of \$26,071.81 (\$16,894.08 electronic and \$9,177.73 by check).

**4.04 Approval of Check Numbers:** 36750-36827

**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**

## 8.00 Ordinances, Resolutions and Policies

### 8.01 Resolution 2024-25: A Resolution Establishing a Policy for the Write Off of the Patient Balance Portion of Ambulance Bills for Members of the Carlton Relief Association.

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve Resolution 2024-25 Establishing a Policy for the Write Off of the Patient Balance Portion of Ambulance Bills for Members of the Carlton Relief Association. The motion passed with Councilor Bodie abstaining.

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

### 8.02 Resolution 2024-26: A Resolution Accepting a Donation to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2024-26 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### 8.03 Resolution 2024-27: A Resolution Accepting a Donation to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2024-27 accepting donations for the reconstruction of South Terrace Courts. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### 8.04 Employee Recognition Plan

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the Employee Recognition Plan. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### 8.05 Personnel Policy Update

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to update the vacation leave in the Personnel Policy to the following:

- *Prior to an employee's one year anniversary vacation will be earned bi-weekly. At one (1) year of service and thereafter vacation will be accrued as of the employee's anniversary date of hire.*
- *If applicable, employees leaving City employment before completion of one (1) year of service will be compensated for any accrued vacation at a prorated rate.*

The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

## 9.00 General Business

### Project Updates

### Unfinished Business

#### 9.01 Public Safety Aid Money

#### 9.02 Utility Billing Quote

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the utility billing quote submitted by Civic Systems. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

### New Business

#### 9.03 Longevity Raise

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve longevity raises for the following employees: Travis Polo, .07 effective August 2, 2024, and Jodie Johnson, .20 effective October 1, 2024. The motion passed unanimously.

Aye: 5      Nay: 0      Absent: 0

#### 9.04 South Terrace Courts Updates

The Carlton Area Development Corporation (CADC) has been reactivated and a new Board of Directors has been appointed. The Board is working on updating the Articles of Incorporation and the By-laws and will be working on establishing CADC as a 501c3. The Board will take over the financials for the reconstruction of the tennis courts into tennis and pickleball courts.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to approve the purchase of a banner to be installed on the existing tennis courts fence. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**A Motion** was made by Councilor Schmidt and seconded by Councilor MacDonald to authorize the City Engineer, Public Works Superintendent and Clerk to approve the most equitable quote with actual tennis net posts and pickleball net posts being installed. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.05 Watermain Extension on Sunrise Drive**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the quote submitted by DeCaigny Excavating for the watermain extension and for a water service line extension to 15-180-0318 per Resolution 2022-20. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.06 Manhole Sealing**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to the quote submitted by Visu-Sewer for lining Manhole 31 located Third Street. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **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: 5      Nay: 0      Absent: 0**

#### **9.08 Annual Transfers**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the annual transfers as shown below. The motion passed unanimously.

<b>Amount</b>	<b>From Fund</b>	<b>To Fund</b>
\$47,000	110	410
\$32,278	110	311
\$54,024	100	610
\$47,000	100	400
\$2,000	620	400
\$49,561	610	311
\$25,440	610	611
\$10,000	100	400

**Aye: 5      Nay: 0      Absent: 0**

#### **9.09 2025 Preliminary Budget**

**A Motion** was made Councilor MacDonald and seconded by Councilor Sobczak to approve the preliminary budget as presented with a 5.25 levy increase being submitted to Carlton County Auditor. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.10 Fire Hall Blacktop**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to authorize the City Engineer and Public Works Superintendent to approve the most equitable quote after being updated with four (4") inches of blacktop being applied. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.11 Employee Resignation**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Schmidt to accept the resignation of Dylan Davis with vacation payout to be prorated. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **9.12 Corpro Agreement**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the three (3) year Corpro Agreement for inspection of the water tower. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

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

#### **10.01 Clerk Report**

##### **August Activities**

- Attended Ambulance Committee Meeting
- Preliminary Budget
- Attended Tennis Courts Meetings
- Attended Wrenshall Council Meeting
- Primary Election
- Justice Center Open House
- Audited Library Director Timecards
- Submitted Unpaid Ambulance Bills to Revenue Recapture
- 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.
- ❖ Updates to Website and Facebook
- ❖ Primary Election.

#### **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 end of 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, Went good, good discussion
- Larry Beckstrom passed away
- Hose Testing
- Fair, went well
- Received DNR Grant
- Ropes Training in Jay Cooke Park
- Steak Fry
- Table top exercise in Park

#### **10.03 Public Works Report – Derek Wolf**

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

- Start up on casino pump – Completed
- Replaced check valves on booster station
- Just need to “go live” for the casino – September 18<sup>th</sup>

##### **Twin Lakes**

- Lift station monitoring
- Water sampling
- Locates

##### **City**

- Updating GIS records – almost complete hope to have maps by September (still making changes)

- WLSSD Grant accepted – smoke testing in August – complete. Found a few issues
- Tennis nets – on going meetings – quotes presented
- Re-doing DNR park signs – on going
- Hydrant Flushing – complete
- Cathodic Protection on water tower
- Lift station cleaning – upcoming
- Well inspections – upcoming
- Tonka Water, at water plant to do quality control inspection and see how the plant is “running”
- Replacing tubing and chlorine components at WTP
- Manhole 51 sewer casting repair
- Water training for Travis and Phil in October
- Water and Sewer training – Derek
- Installing 911 signs

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

August 2024

##### **Permits Issued:**

23-16 1780 Justice Dr. Communications Tower  
 24-28 105 Spruce Ave. Replace siding house and garage  
 24-29 701 1<sup>st</sup> St Chimney demo and Stove Vent  
 24-30 11 Vermillion St. Re-roof house  
 24-29 93 Dalles Ave. Re-roof house  
 24-31 33 Dalles Ave. Fence  
 24-32 701 1<sup>st</sup> St. Re-roof house  
 24-33 430 School Ave. Door and window replacement

##### **Permits Closed:**

23-30 10 Almar Dr. New Shop  
 24-29 93 Dalles Ave. Re-roof house  
 24-29 701 1<sup>st</sup> St. Chimney demo and Stove Vent  
 24-32 701 1<sup>st</sup> St. Re-roof house

##### **Inspections and Other Activity:**

- 317 North Ave. Progress check, partial framing inspection, Owner consult, underlayment inspection
- 10 Almar Dr. Shop final inspection
- 1780 Justice Dr. Communication Tower: Plan review and phone consults with Contractor
- 430 School Ave. Investigate report of door and window replacement without permit, post Stop Work Order, consults with Owner, Contractor
- 201 Spruce Ave. Woodland Pines: – Consults with Owner, Engineers, issued “Draft Permit” for roof replacement
- 93 Dalles Ave. Roof sheathing, underlayment and final inspections
- 208 Chestnut Ave. Tenant consult regarding mold in apartment
- 69 Dalles Ave. New home framing, plumbing rough-in inspections
- 160 Vermillion Owner consults regarding carport addition
- 701 1<sup>st</sup> St. Chimney and stove venting inspection, Re-roof inspections, Owner consult

#### **10.05 Library Report – Bethany Leseman**

August 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  
 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  
 Library Directors meeting in Mt. Iron

Set up and prep for Library Board meeting  
Attended and cleaned up after the Library Board meeting

**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**

- Orientation/onboarding of new paid on call EMT Shylee
- Provided EMS coverage at the fair
- Ambulance Committee meeting
- Fully transitioned to new electronic Ambulance reports for billing
- Attended Wrenshall City Council Meeting
- Continue to work on scheduling and filling shifts

Call breakdown through August:

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	18	3.09%
Grass Fire	18	3.09%
Hazardous Conditions (CO alarm, smell of gas, etc.)	14	2.41%
Medical	472	81.10%
MVC	21	3.61%
Public Assist	1	0.17%
Rescue	5	0.86%
Structure Fire	11	1.89%
Transfer	14	2.41%
Vehicle Fire	8	1.37%
Total:	582	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: Wednesday, October 9, 2024 @ 6:00pm**

**13.00 Adjournment**

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

Aye: 5      Nay: 0      Absent: 0

Respectfully Submitted,

*Carol Conway*

Carol Conway  
Clerk-Treasurer