

Carlton City Council Meeting Minutes Wednesday, October 9, 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: Dave Sobczak, Heather MacDonald, Ryan Schmidt

Council Absent: Brent Bodie

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

Others Present:

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the agenda with the following additions: **7.02 Charitable Gambling Request – Bulldog Spirit Club**. 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: Budget Workshop, September 4, 2024; Regular Meeting, September 11, 2024; Special Meeting, September 24, 2024.

4.02 Approval of Bills: Exhibit A dated October 9, 2024, in the amount of \$143,751.96. (\$57,556.59 electronic and \$86,195.37 by check).

4.03 Approval of Bills: Exhibit B dated October 9, 2024, presented at meeting in the amount of \$12,222.67 (\$0.00 electronic and \$12,222.67 by check).

4.04 Approval of Check Numbers: 36828-36892 (Void 36841)

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 Sobczak and seconded by Councilor MacDonald 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 Charitable Gambling Request: Veteran of Foreign Wars Auxiliary

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve a Charitable Gambling donation of \$2,000 to the Carlton VFW Auxiliary for Veterans Christmas Program. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

7.02 Charitable Gambling Request: Bulldog Spirit Club

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve a Charitable Gambling donation of \$1,000 to the Bulldog Spirit Club for art and STEM activities. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2024-29: A Resolution Accepting a Donation to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve Resolution 2024-29 accepting donations for the reconstruction of South Terrace Courts. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2024-30: A Resolution Accepting a Donation to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve Resolution 2024-30 accepting donations to Carlton Fire and Ambulance. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.03 Resolution 2024-31: A Resolution Accepting a Donation to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve Resolution 2024-31 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.04 Resolution 2024-232 A Resolution Transferring Funds from the South Terrace Courts Fund to Carlton Area Development Corporation

A Motion was made by Councilor MacDonald and seconded by Councilor Schmidt to approve Resolution 2024-32 approving the transfer of funds to Carlton Area Development Corporation. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

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 MacDonald and seconded by Councilor Sobczak to approve the utility billing contract submitted by Civic Systems. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

New Business

9.03 LMC Insurance Trust Liability Coverage Waiver Form

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to Not Waive the monetary limits on municipal tort liability. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.04 Flood Coverage: City Garage

The City will not request flood coverage for the City garage.

9.05 LG220 Lawful Gambling Application for Exempt Permit

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the LG220 Gambling Permit submitted by Carlton County Animal Rescue. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.06 St. Francis Church: Offer Letter for an Easement

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to table this item. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.07 No Man's Land

City Council would like for the City Attorney to move forward with the process to "clean up" the section of no man's land near Sunrise Drive.

9.08 Vacation Approval for Derek Wolf

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to approve vacation for Derek Wolf that may extend beyond two (2) weeks. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.09 Hiring of Full Time EMT and EMR

A Motion was made Councilor Sobczak and seconded by Councilor Schmidt to approve the hiring of Olivia Byrn's as a full time EMT at \$19.00 per hour (prior experience), Alyson Rask as a full time EMT at \$17.00 per hour (no experience), Fallan Gill as Paid on Call and Alexis McFadden as an EMR with wages per the wage scale. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.10 Tonka Media Filers at Water Treatment Plant

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve the purchase of filter media for the water treatment plant. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.11 Holden Change Order Proposal

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the change order submitted by Holden Electric in the amount of \$4,800.00 for a transfer switch for the Fire Hall generator. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.12 Outstanding Ambulance Bill

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to write off \$2,903.00 for Run #22-586. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk Report

September Activities

- Preliminary budget.
- Attended CADC and South Terrace Courts meetings.
- Updates to CADC Articles for Incorporation and by-laws.
- Work comp and property and casualty renewals.
- Updated employee evaluation forms.
- Submitted Preliminary Levy to County Auditor.
- Attended MMUA Safety Meeting.
- Continue to work on old ambulance runs.
- Research and review updated ambulance collections laws.
- 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.
- ❖ Continue to work on old ambulance runs.

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 – issues with transfer switch
- Relief meeting discussing vesting amounts, updating bylaws
- Looking at ATV replacement, group has met. Looking to demo a couple of models on October 8th
- New pickup – received. Working on lights, etc.
- Received DNR Grant – waiting for funding
- Lots of Calls
- Working on hiring full time EMT
- School presentations
- Halloween Scarecrow contest in October
- CPR Training
- Car fire training is coming up.

10.03 Public Works Report – Derek Wolf

Twin Lakes water line

- Just need to “go live” for the casino – September 18
 - Went well after a few hurdles. Should be good to go in an emergency setting.

Twin Lakes

- Lift station monitoring
- Water sampling
- Locates
- Sunshine lane re-bid by MPCA, onsite meeting
- Couple on more connections on Town Road 544
- Working with MDH

City

- Updating GIS records – Truck maps complete just need to print.
- WLSSD Grant accepted – smoke testing in August – complete. Found a few issues, working on report for WLSSD
- Tennis nets – on going meetings – Fence down.
- Re-doing DNR park signs – on going
- Lift station cleaning – Complete
- Well inspections – October 7th
- Tonka Water, at water plant to do quality control inspection and see how the plant is “running”
 - Good to have them up.
 - Cell 3 plugged with “mud” organic material, sediment, etc. was able to shock filters with Chlorine
 - Appears to fix problem
 - Just need to add media
- Replacing tubing and chlorine components at WTP – complete
- Replaced several chlorine components due to water leak and gas erosion earlier in the year.
- Water training for Travis and Phil in October
- Installing 911 signs – complete
- Ditching by South Terrace
- ARDC Meeting
- Concrete for Disc Golf

10.04 Building Official Report – Brian Linville

September 2024

Permits Issued:

- 24-26 201 Spruce Ave. Re-roof apartment
- 24-27 201 Spruce Ave. Structural reinforcement
- 24-34 800 3rd St. Re-roof apartment
- 24-35 60 West Palkie Rd. Demo existing pole barn, build new same location
- 24-36 511 Stine Dr. Re-roof house

Permits Closed:

- 22-21 305 6th St WLSSD Pump Station

Inspections and Other Activity:

- 317 North Ave. Owner consults
- 217 Sugar Maple Ln. Plumbing, mechanical, framing & insulation/vapor barrier inspections
- 305 6th St. Final inspection, issue Certificate of Occupancy
- 1780 Justice Dr. Communication Tower: Phone consults with Contractor
- 515/517 Sunrise Dr. Plumbing, mechanical final inspections
- 201 Spruce Ave. Woodland Pines: Roof Structural Report review

10.05 Library Report – Bethany Leseman

September 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 Technology meeting in Mt. Iron
- Set up and prep for Friends of the Library meeting
- Attended and cleaned up after the Friends of the Library meeting
- Carlton MS/HS students in on the third Tuesday of the month

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

- Posted new FT position to backfill staffing change
- Hosted a CPR class for Mont du Lac Ski Patrol
- Attended the Jay Cooke Tabletop exercise
- CCEMS Meeting – discussed county wide recruitment
- Continue to work on scheduling and filling shifts
- Attended STEMI Workshop hosted by Essentia
- Justice Center tour with mock patients using ambulance and equipment

Call breakdown through September:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	23	3.40%
Grass Fire	20	2.95%
Hazardous Conditions (CO alarm, smell of gas, etc.)	18	2.66%
Medical	545	80.50%
MVC	25	3.69%
Public Assist	1	0.15%
Rescue	8	1.18%
Structure Fire	12	1.77%
Transfer	14	2.07%
Vehicle Fire	11	1.62%
	Total: 677	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 Trick-or-Treat Event – Saturday, October 26, 2024 @ 1:00pm

12.02 General Election – Tuesday, November 5, 2024, 7:00am – 8:00pm

12.03 Veterans Day – Monday, November 11, 2024 – Office Closed

12.04 Regular Council Meeting – Wednesday, November 13, 2024 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to adjourn the meeting, the time being 6:50pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer