

Carlton City Council Meeting Minutes Wednesday, November 13, 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, Brent Bodie, Ryan Schmidt

Council Absent: Heather MacDonald

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

Others Present: Denise Coleman Lyng, Dawn Shoberg

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the agenda with the following additions: **7.08 Overtime for Part-Time Employees; 9.09 Fire Hall Generator**. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

4.00 Consent Agenda: *These items are 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, October 9, 2024.

4.02 Approval of Bills: Exhibit A dated November 13, 2024, in the amount of \$168,868.82. (\$55,344.47 electronic and \$113,524.35 by check).

4.03 Approval of Bills: Exhibit B dated November 13, 2024, presented at meeting in the amount of \$26,765.30 (\$20,585.96 electronic and \$6,179.34 by check).

4.04 Approval of Check Numbers: 36893 - 36961

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 Schmidt to approve the Consent Agenda with it being noted that Maki Trucking/Arrow Asphalt will be paid \$21,775.00. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations and Guests

5.01 Positive Community Norms Grant Coordinator Dawn Shoberg

Dawn gave an update on the results of a survey carried out by the Positive Community Norms Grant.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Charitable Gambling Request: Carlton Student Council

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve a Charitable Gambling donation of \$500 to the Carlton Student Council for the Giving Tree. The motion passed unanimously with Councilor Schmidt abstaining.

Aye: 3 Nay: 0 Absent: 1 Abstain: 1

7.02 Thank you from Carlton VFW Auxiliary

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2024-33: A Resolution Accepting a Donation to the City

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve Resolution 2024-33 accepting donations for the reconstruction of South Terrace Courts. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2024-34: A Resolution Certifying Unpaid Charges

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to approve Resolution 2024-34 Certifying Unpaid Charges to Carlton County Assessor's Office. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.03 Resolution 2024-35: A Resolution Accepting a Donation to the City

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve Resolution 2024-35 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.04 Resolution 2024-36 A Resolution Certifying the 2024 General Election Results

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve Resolution 2024-36 Certifying the 2024 General Election Results. 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 St. Francis Church – Offer Letter for an Easement

9.03 No Man's Land

New Business

9.03 Wage Increase for Travis Polo and Phil Schloemer

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve a \$1.00 per hour raise for Travis Polo and Phil Schloemer for obtaining water operator license. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.04 Liquor License Renewals

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Liquor License Renewals for Left Lane Performance, DBA: Third Base Bar, Streetcar LLC and VFW Post 2962. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.05 Library New Hire

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the hiring of Barbara Samarzia. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.06 Comp Time Payout

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to approve the payout of 78.50 hours of comp time for Santana Haggy. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.07 Fire Hall Generator

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve the quote submitted by Total Energy Systems in the amount of \$8,284.00 for a Complete Radiator Replacement for the generator at the Fire Hall. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk Report - October

- Continue to work on budget.
- Attended CADC and South Terrace Courts meetings.
- Review Age-Friendly Grant Requirements.
- LMN Meeting in Hermantown.
- ARDC/MnDot Meeting.
- EMT Interviews.
- Cleaned out flower beds.
- CIMS, ECP Billing and CJIS Training.
- Liquor Licenses Renewals.
- 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.
- ❖ ECP and CIMS Training.
- ❖ 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 – New transfer switch ordered, new radiator ordered.
- Relief meeting discussing vesting amounts, updating bylaws
- Looking at ATV replacement, the group has met. Demoed machines, very nice. Moving forward.
- New pickup – Mike O. working on lights and lift gate
- Received DNR Grant – waiting for funding
- Hired full time EMT
- Working with Justice Center on blueprints, plans and placement and access
- 602 new exhaust system
- Wrenshall Bingo coming up
- Hoping to set 2025 training
- CAFD, Cromwell, Essentia meeting

10.03 Public Works Report – Derek Wolf

Twin Lakes water line

- Connection on Town Road 544
- Connection on Olsonville Road

Twin Lakes

- Lift station monitoring
- Water sampling

- Locates
- Sunshine lane re-bid by MPCA, Work to be completed this fall
- Updated lead and service inventory. TLT is part of Carlton PWSID

City

- Updating GIS records – Wall maps being mailed
- WLSSD Grant accepted – smoke testing in August – complete. Found a few issues, working on report for WLSSD
- South Terrace Courts - Expansion completed, waiting till spring.
- Re-doing DNR park signs – on going
- Well inspections – Completed, replaced Well 4 piping.
- 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
 - ALL COMPLETED
- Water training for Travis and Phil in October – BOTH PASSED TEST
- MDH Inspection
- Flag poles
- MNWARN meetings
- Met with Matt D on Sunrise Drive water installation. 11-21-24 scheduled date

10.04 Building Official Report – Brian Linville - October

Permits Issued:

24-37 519 & 521 Sunrise Dr. New Twin Home
 24-38 104 Spruce Ave. Re-roof House

Permits Closed:

23-31 515 & 517 Sunrise Dr. – C of O Issued
 23-38 511 & 513 Sunrise Dr. – C of O Issued

Inspections and Other Activity:

- 317 North Ave. Owner consults, framing inspection
- 60 W Palkie Rd. Slab/FDN, insulation/vapor barrier, tubing inspections, Owner/Contractor consults
- 324 Chestnut Ave. Roof inspection
- 515 & 517 Sunrise Dr. Blower door test and final inspections
- 519 & 521 Sunrise Dr. Footing/FDN, insulation/vapor barrier, tubing, UG plumbing inspections
- 69 Dalles Ave. Plumbing manometer test
- 104 Spruce Ave. Roofing inspection
- 605 Chestnut Ave. Slab inspection, Owner consults

10.05 Library Report – Bethany Leseman – October

- 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
- Set up and prep for Library Board meeting
- Attended and cleaned up after the Library Board meeting
- Carlton MS/HS students in on the third Tuesday of the month
- Planning to move collection to allow for a computer in the main room of the library
- Attended a Library Directors meeting via Zoom
- Meeting with possible grantmaker
- Carlton Trick or Treat event and clean up

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

- Hired 1 full-time EMT and 2 additional paid on-call staff.
- Met with LSC EMT classes for recruitment. The visit went well with generating interest.
- Attended the 911 presentations with 1st graders at South Terrace and Wrenshall.
- Medical training in October was CPR refresher for the department.
- November medical training with Wrenshall on trauma and response to auto accidents.
- Attended the Ambulance Committee meeting and gave staffing status updates.

Call breakdown through October:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	26	3.37%
Grass Fire	20	2.59%
Hazardous Conditions (CO alarm, smell of gas, etc.)	20	2.59%
Medical	623	80.70%
MVC	33	4.27%
Public Assist	2	0.26%
Rescue	8	1.04%
Structure Fire	12	1.55%
Transfer	14	1.81%
Vehicle Fire	14	1.81%
Total: 772		Total: 100.00%

10.07 Council Member Report

10.08 Mayor Report

11.00 Recap Action Items

11.01 2025 Budget

12.00 UPCOMING MEETINGS AND EVENTS

12.01 Office Closed: November 28th & 29th 2024 – Thanksgiving Holiday

12.02 Regular Council Meeting: Wednesday, December 11, 2024 @ 6:00pm

12.03 Truth-in-Taxation Hearing: Wednesday, December 11, 2024 @ 6:01pm

12.04 Office Closed: January 1, 2025 – New Years Day

13.00 Adjournment

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to adjourn the meeting, the time being 6:58pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway
Clerk-Treasurer