

Carlton City Council
Meeting Minutes
Wednesday, December 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: Dave Sobczak, Brent Bodie, Ryan Schmidt, Heather MacDonald

Council Absent:

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

Others Present: Denise Coleman Lyng, Shanna Wolf, Jamie LaPrairie

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: **8.05 Subdivision Ordinance; 9.10 Employee Resignation; 9.11 LG220 Duluth Archery Club; 9.12 Twin Lakes Township Water Rate.** The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

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, November 13, 2024; Budget Meeting, December 5, 2024

4.02 Approval of Bills: Exhibit A dated December 11, 2024, in the amount of \$229,402.31. (\$62,198.95 electronic and \$167,203.36 by check).

4.03 Approval of Bills: Exhibit B dated December 11, 2024, presented at meeting in the amount of \$87,580.51 (\$19,256.28 electronic and \$68,324.23 by check).

4.04 Approval of Check Numbers: 36962-37030

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 Sobczak to approve the Consent Agenda as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

5.00 Presentations and Guests

A **Motion** was made by Councilor MacDonald and seconded by Councilor Schmidt to close the Regular Council Meeting and open the Truth-in-Taxation Hearing, the time being 6:02pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

6.00 Public Hearings/Planning Commission Meeting

6.01 Truth in Taxation Hearing

The City Clerk read aloud the proposed 2024 levy, payable in 2025. There were no questions from the public.

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to recommend to the Council approval of the proposed 2024 levy. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to close the public hearing and re-open the Regular Council Meeting, the time being 6:06pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.00 Petitions, Communications and Correspondence

7.01 MN Association of Small Cities – 2025 Legislative Priorities (informational only).

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2024-37: A Resolution Accepting a Donation to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve Resolution 2024-37 accepting donations to the Carlton Area Library. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2024-38: A Resolution Approving the 2024 Tax Levy, Collectible in 2025

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve Resolution 2024-38 Approving the 2024 Tax Levy, Collectible in 2025. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Fee Waiver Policy Update

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Fee Waiver Policy as presented. Sewer charges will not be forgiven for the filling of pools or for outdoor watering. Effective January 1, 2025. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.04 Personnel Policy Update

A Motion was made by Councilor Schmidt and seconded by Councilor Bodie to approve the updates to the Personnel Policy. Part-time public works employees will be compensated at one and one-half times for after- hours and weekend emergencies. The vacation accrual schedule will be changed to the following: 200 hours after 15 years of service and 240 hours after 20 years of service. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.05 Subdivision Ordinance

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

Aye: 5 Nay: 0 Absent: 0

9.00 General Business

Project Updates

Unfinished Business

9.01 Public Safety Aid Money

Bunker gear has been ordered.

9.02 St. Francis Church – Offer Letter for an Easement

9.03 No Man's Land

New Business

9.04 Woodlands National Bank Proposal

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to accept the proposal from Woodlands National Bank and to start the transition from Frandsen Bank to Woodlands National Bank. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.05 Short Term Vacation Rental Permit Application

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve renewal of the Short-Term Rental located at 24 Dalles Avenue upon Building Official inspection. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.06 2024 Third Quarter Ambulance Write-Offs

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve 2024 Third Quarter Ambulance Write-Offs in the amount of \$129,998.48. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.07 LG220 Carlton Fire Relief

A Motion was made by Councilor Bodie and seconded by Councilor Schmidt to approve the LG220 submitted by the Carlton Fire Relief. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.08 GIS Quote

A Motion was made by Councilor Sobczak and seconded by Councilor Schmidt to approve the quote submitted by MSA in the amount of \$4,968 for upgrades to the City's GIS. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.09 Sunrise Drive Watermain Extension Payment

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve payment of the watermain extension from the water fund. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.10 Employee Resignation

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to accept Howie Gunderson's resignation, effective 12/28/2024. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.11 LG220 Duluth Archery Club

A Motion was made by Councilor Schmidt and seconded by Councilor Sobczak to approve the LG220 submitted by the Duluth Archery Club. The motion passed unanimously.

9.12 Twin Lakes Township

A meeting will be scheduled with Twin Lakes Township to discuss water rates.

10.00 Staff and Committee Reports and Recommendations

10.01 Clerk Report - November

- Continue to work on budget.
- Attended CADC and South Terrace Courts meetings.

- Lead Service Lines Postings
- Elections
- CIMS (Cemetery) Updates.
- Attended Several Webinars
- Cancellations letters to UBMax & Hamer (credit card payments for UBMax).
- Resident letters.
- Utility Billing Customer list and assigned new account numbers.
- Continue to work on budget.
- 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.
- ❖ Compile information for new utility billing company.
- ❖ Facebook and Website posts.

Clerk will ask the Library Board members to meet with City Council on January 8, 2025 at 5:30pm

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.
 - After receiving pricing decided to wait till after BINGO
- New pickup – Mike O. working on lights and lift gate - complete
- Received DNR Grant – waiting for funding
- Working with Justice Center on blueprints, plans and placement and access – on going
- Hoping to set 2025 training
- Winterize trucks
- Working on BINGO
 - Lions club to serve burgers

Twin Lakes water line

- Ordered extra fittings

Twin Lakes

- Lift station monitoring
- Water sampling
- Sunshine lane re-bid by MPCA, - wont finish till Spring
- Updated lead and service inventory. TLT is part of Carlton PWSID – complete
- MPCA discussion about well #6 site

City

- Updating GIS records – Wall maps being mailed - Complete
- South Terrace Courts - Expansion completed, waiting till spring.
- Re-doing DNR park signs – on going
- Sunrise Drive water installation.
 - Replaced hydrant and valve
 - Water service to 520 Webbeking Drive
 - Water main and hydrant extension
 - Water main extended through back yards to grass seed in the spring
 - Need to fix firepit, Dog fence was repaired
- New light on top of water tower.
 - Need to clean tower in 2025
- MDH inspection of water system
- New temperature sensor and thermostat at WTP
- I&I plan to update
- MH 91 lined

- Open house, bike trail proposal on Carlton Road

10.04 Building Official Report – Brian Linville - November

Permits Issued:

24-39 523 & 525 Sunrise Dr. New Twin Home

Permits Closed:

24-33 430 School Ave. Window and door replacement

Inspections and Other Activity:

- 317 North Ave. Owner consults
- 60 W Palkie Rd. Contractor consults
- 430 School Ave. Door & window replacement final inspection and Owner consults
- 523 & 525 Sunrise Dr. Footing/FDN, insulation/vapor barrier, tubing, UG plumbing, radon inspections
- Consult with State DLI regarding school solar project plan review/permitting process and reserve delegation agreement

10.05 Library Report – Bethany Leseman -November

- 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 and organizing
- Hired an additional Library Aide/Substitute and started their training
- Invoices and receipts to city
- Updates as needed in Excel
- Daily chores and monthly CT14 to 28day change
- 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
- Carlton MS/HS students in on the third Tuesday of the month
- changed display area, made project examples

Cathie/Barb:

- Training
- 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

- Combined medical training with Wrenshall first responders. Covered trauma and motor vehicle crashes.
- Onboarding/Orientation of new Paid on call EMR
- Provided CPR certification class for Callaway Dental
- Submitted our Ambulance Service License Renewal to the EMSRB
- Attended CCEMS Meeting, working on a County wide EMS/Fire recruitment commercial.

Call breakdown through November

Call Breakdown - Incident Type (based on station reports)

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	30	3.54%
Grass Fire	20	2.36%
Hazardous Conditions (CO alarm, smell of gas, etc.)	20	2.36%
Medical	687	81.11%
MVC	37	4.37%
Public Assist	3	0.35%
Rescue	8	0.94%
Structure Fire	12	1.42%
Transfer	15	1.77%
Vehicle Fire	15	1.77%
	Total: 847	Total: 100.00%

10.07 Council Member Report

Councilor Bodie thanked Councilor Ryan Schmidt for his time on the City Council. This was Councilor Schmidt's last meeting.

10.08 Mayor Report

Mayor Soderstrom also thanked Councilor Ryan Schmidt for his time on the City Council.

11.00 Recap Action Items

12.00 UPCOMING MEETINGS AND EVENTS

12.01 Office Closed: December 24 & 25, 2024 – Christmas Holiday

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

12.03 Regular Council Meeting: Wednesday, January 8, 2025 @ 6:00pm

13.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to adjourn the meeting, the time being 6:49pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer