

Carlton City Council
Meeting Minutes
Wednesday, January 8, 2025

Oath of Office was administered before the 5:30pm meeting.

1.00 Call to Order & Pledge of Allegiance

Mayor Soderstrom called the meeting to order at 6:12pm

2.00 Roll Call

Council Present: Mayor, Mike Soderstrom; Councilors: Dave Sobczak, Brent Bodie, Heather MacDonald, Denise Coleman Lyng

Council Absent:

Staff Present: Carol Conway, Clerk/Treasurer; Derek Wolf, Public Works Superintendent; Jodie Johnson, Deputy Clerk; Santana Haggy, Ambulance Manager

Others Present:

3.00 Approve Agenda (Agenda Additions/Deletions)

A **Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the agenda with the following additions: **7.02 Donation Request; 11.06 Transfer of Funds.** The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, December 11, 2024; Truth in Taxation, December 11, 2024.

4.02 Approval of Bills: Exhibit A dated January 9, 2025, in the amount of \$258,227.26. (\$23,720.84 electronic and 234,506.42 by check).

4.03 Approval of Bills: Exhibit B dated January 8, 2025, presented at meeting in the amount of \$53,800.06 (\$48,615.97 electronic and \$5,184.09 by check).

4.04 Approval of Check Numbers: 37031-37109

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 MacDonald 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

7.01 League of Minnesota Cities Insurance Trust Property & Casualty 2024 Dividend

7.02 Donation Request from Carlton Advanced Learners.

The City Council denied the funding request at this time.

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2025-01: Annual Administrative Resolution

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2025-01 as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2025-02: Fee Schedule Resolution

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2025-02 with the change that all applicable Fire and Ambulance rates match the Department of Natural Resources (DNR) rate. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution 2025-03: A Resolution Authorizing Payment before Council Authorization

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2025-03 as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.04 Resolution 2025-04: A Resolution Authorizing Wire/Automated Bank Payments

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2025-04 as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.05 Resolution 2025-05: A Resolution Accepting Donations to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to accept donations to the Carlton Area Library. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 Project Updates

South Terrace Courts will be added to future agendas.

10.00 Unfinished Business

10.01 Public Safety Aid Money

Bunker gear has been ordered.

10.02 St. Francis Church – Offer Letter for an Easement

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to remove this item from the agenda until all easement information has been updated.

10.03 Subdivision Ordinance Updates.

A Public Hearing will be scheduled for February 12, 2025, at 6:00pm.

10.04 Twin Lakes Township Water Rate

The Township bulk water rate will increase by .75 each year until the rate is approximately the same as the City of Carlton rate. This increase will be reflected in 2025 Fee Schedule.

11.00 New Business

11.01 City Engineer

Was not able to attend the meeting.

11.02 Reimbursement for EMT Course

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to reimburse Alexis McFadden for the EMT Course if the City cannot be billed. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.03 Joint Powers Agreement, State of Minnesota Federal Background Checks

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the Joint Powers Agreement. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.04 2024 Audit Engagement Letter

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve 2024 Audit Engagement Letter. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.05 Fire and Ambulance Protocols

A policy for Citywide hiring protocols will be established.

11.06 Transfer of Funds from Frandsen Bank to Woodlands National Bank

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to allow the City Clerk/Treasurer to transfer funds for initial bank set up and after collateral protections are in place. The transfers can take place by check or electronically. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

- Insurance and property tax allocation
- Update and finalize 2025 budget.
- Work with Civic Systems on utility billing transition.
- Review Recycle Shed-Keeper job description, post position.
- Start reviewing Ground Ambulance Data Collection report.
- Prepare Truth-in-Taxation Information.
- Submitted all year end required reporting.
- Start preparing for audit.
- Update 2025 Fee Schedule and Meeting Dates.
- Articles for Newsletter.
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

I will be on vacation January 27, 2025 through January 31, 2025

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Facebook, Website and Blog Updates
- ❖ Used Canva to input Newsletter information.
- ❖ Start File Cleanout

12.02 Public Works Superintendent Report – Derek Wolf

Twin Lakes water line

- Ordered extra fittings -

Twin Lakes

- Lift station monitoring
- Water sampling
- Sunshine lane re-bid by MPCA, - wont finish till Spring
- FOG inspections
- WLSSD Reporting

City

- South Terrace Courts - Expansion completed, waiting till spring.
 - MN Power to move pole for parking lot expansion
- Re-doing DNR park signs – on going
- Sunrise Drive water installation.
 - Need to fix firepit,
- WLSSD I&I plan
- MH 91 lined – they need to fix
- Plowed little bit of snow
- MNWARN safety training
- Shop cleaning and organizing
- 05 air tank replacement
- 07 water pump gasket replacement
- WTP fluoride room thermostat replaced
- WTP dehumidifier repair

- City hall exterior light replacement
- Street light replacement
- 252B repair

12.03 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 radiator installed
 - Schedule hook up is January 16th
 - Will keep existing manual transfer switch for new public works compound
- Relief meeting discussing vesting amounts, updating bylaws
- Received DNR Grant – waiting for funding
- Working with Justice Center on blueprints, plans and placement and access – on going
- Hoping to set 2025 training - complete
- Working on BINGO
 - Lions club to serve burgers
 - February 8th
- Record year for responses
- Chiefs meeting
- Participated in the Best Christmas Ever
 - <https://www.youtube.com/watch?v=Jg2mBYT6UCw>
- Carlton County received boat and water grant, they gave us another ice water suit

12.04 Ambulance Manager

- EMT Refresher Class held
- December Medical Training stroke and IV protocols with IV practice
- Provided CPR Class to staff at Evergreen Senior Living
- Hosted December Blood Drive at the Fire Hall.
- Continued to work on recruitment

Call breakdown through December 2024:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	33	3.59%
Grass Fire	20	2.17%
Hazardous Conditions (CO alarm, smell of gas, etc.)	22	2.39%
Medical	748	81.30%
MVC	41	4.46%
Public Assist	4	0.43%
Rescue	10	1.09%
Structure Fire	12	1.30%
Transfer	15	1.63%
Vehicle Fire	15	1.63%
Total: 920		Total: 100.00%

12.05 Building Official Report – Brian Linville

Permits Issued:

- None

Permits Closed:

- 24-35 60 W Palkie Rd. Demo 40x70 pole building, New 36x56 pole building

Inspections and Other Activity:

- 317 North Ave. Owner consults
- 60 W Palkie Rd. Contractor consults, framing and final inspections
- 24 Dalles Ave Owner consults, Short-term rental inspection
- Re-issue WLSSD Electrical Control Building Certificate of Occupancy

12.06 Library Report – Bethany Leseman

- 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
- Invoices and receipts to city
- Updates as needed in Excel
- Daily chores and monthly CT14 to 28day change
- Chamber calls and emails
- Carlton MS/HS students in on the third Tuesday of the month
- changed display area, made project examples
- new patron card
- Set up for small book sale with bake sale for the Friends of the Library
- Legacy program: set up, attended, clean up
- Training new hire

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

12.07 Council Member Report

12.08 Mayor Report

13.00 Recap Action Items

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Office Closed: January 20, 2025, Martin Luther King Day

14.02 Training on new Utility Billing Software: January 20 – January 24, 2025

14.03 Annual Audit: Week of February 3, 2025

14.04 Regular Council Meeting: Wednesday, February 12, 2025 @ 6:00pm

15.00 Adjournment

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

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway
Clerk-Treasurer