

Carlton City Council
Meeting Minutes
Wednesday, February 12, 2025

1.00 Call to Order & Pledge of Allegiance

Mayor Soderstrom called the meeting to order at 6:20pm

2.00 Roll Call

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

Council Absent: Councilor Brent Bodie

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

Others Present: Adam Paulson

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve the agenda as presented. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, January 8, 2025; Special Meeting, January 8, 2025.

4.02 Approval of Bills: Exhibit A dated February 12, 2025, in the amount of \$128,704.79. (\$64,260.43 electronic and \$64,444.36 by check).

4.03 Approval of Bills: Exhibit B dated February 12, 2025, presented at meeting in the amount of \$13,126.71 (\$0.00 electronic and \$13,126.71 by check).

4.04 Approval of Check Numbers: 37110-37155 (Void 37146,37301)

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 MacDonald and seconded by Councilor Sobczak to approve the Consent Agenda as presented. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations and Guests

A Motion was made by Mayor Soderstrom and seconded by Councilor MacDonald to close the Regular Council Meeting and open the Public Hearing/Planning Commission Meeting, the time being 6:23pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

6.00 Public Hearings/Planning Commission Meeting

6.01 Recommendation for Approval/Denial of Interim User Permit Application

The Planning Commission recommends approval of the Interim Use Permit Application to the Council with the following conditions: *Issue an Interim Use Permit for 30 years or until the building is sold.*

6.02 Subdivision Ordinance Updates

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the changes as presented to Chapter 9, Part 4 Subdivision Platting Regulation's. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to close the Public Hearing/Planning Commission meeting and reopen the Regular Council Meeting. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

7.00 Petitions, Communications and Correspondence

7.01 Donation Request: Carlton Community Education; First Annual Family Ball

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve a \$1,000 donation from the Charitable Gambling Fund for the Family Ball. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

7.02 Donation Request: Carlton Community Education; Carlton Community News

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve a \$1,000 donation from the Charitable Gambling Fund for the Carlton Community News. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2025-06: Resolution Accepting Donations to the City

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

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2025-07: Resolution Accepting a Grant from Western Lake Superior Sanitary District (WLSSD).

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to accept the grant from WLSSD for Smoke Testing. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.03 Resolution 2025-08 Report of Planning Commission and City Council Resolution

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to accept the recommendation of the Planning Commission and to approve the City Council Resolution for the Interim Use Permit. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 Project Updates

9.01 South Terrace Courts

Currently seeking funding sources and waiting for approval of 501(c)3 status.

10.00 Unfinished Business

10.01 Public Safety Aid Money

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to remove this item from the agenda. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

10.02 Subdivision Ordinance Updates

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the changes as presented to Chapter 9, Part 4 Subdivision Platting Regulation's. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.00 New Business

11.01 2024 4th Quarter Ambulance Write-Off

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve 2024 4th Quarter Write-Off in the amount of \$93,886.60. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.02 Approval of Inflow & Infiltration (I&I) and Fats, Oils and Grease (FOG) Program Report

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the I & I Plan as presented and submit it to Western Lake Superior Sanitary District (WLSSD). The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.03 MSA Quote – Sewer Connection Tracker GIS Implementation

A Motion was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve the MSA quote in the amount of \$2,500.00. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.04 Short Term Vacation Rental Permit Application

A Motion was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve the Short-Term Rental Permit Application for 101 Dalles Avenue. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.05 Approval of Fire Department Captains: Phil Schloemer, William Palmi, Tyler Psyck

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the Fire Department Captains. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.06 Alyson Rask Off Probation

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve Alyson Rask as a permanent employee. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.07 Resignations: Brady Anderson, Jolene Anderson Weme, Spencer Nynas

The above 3 EMT's have submitted their resignation with Carlton Fire and Ambulance.

11.08 Approval of Library Board Member: Jodie Johnson

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve Jodie Johnson as the City representative on the Carlton Area Library Board. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.09 Approval to close Frandsen Bank Money Market Account and to deposit funds at Woodlands National Bank and withdraw \$1,000,000 from Frandsen Bank Checking Account and deposit funds at Woodlands National Bank.

A Motion was made to close the Frandsen Bank Money Market Account and to withdraw \$1,000,000 from the checking account and deposit the funds at Woodlands National Bank. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.10 Water Tower Cleaning Quotes

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the quote in the amount of \$11,800 submitted by KLM Engineering Inc. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.11 Committee Designations

- Fire Relief – Mayor Mike Soderstrom

- Carlton Amateur Hockey Association – Councilor Brent Bodie
- Personnel Committee – Councilors Heather MacDonald and Dave Sobczak

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the Committee Designations as shown above. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

January Activities

- Started sending information for audit.
- Safety training.
- EMT Interviews.
- Questions on zoning requirements for 208 Chestnut Ave.
- Start setting up Banyon Fund Accounting for Woodlands National Bank.
- Pera Exclusion Report.
- Training on Caselle (new utility billing platform).
- Was on vacation (1.27.25 – 1.31.25)
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

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
- ❖ Training on Caselle.
- ❖ Completed 1st water billing on Casell

12.02 Public Works Superintendent Report – Derek Wolf

Twin Lakes water line

- Ordered extra fittings - waiting

Twin Lakes

- Lift station monitoring
- Water sampling
- Sunshine lane re-bid by MPCA, -Viet to start in April
- WLSSD Reporting

City

- South Terrace Courts - Expansion completed, waiting till spring.
 - MN Power to move pole for parking lot expansion
 - Working on painting quotes
 - Fence quote
 - Lighting quotes
- Re-doing DNR park signs – on going
- Sunrise Drive water installation.
 - Need to fix firepit,
- WLSSD I&I plan and meetings – need approval
- MH 91 lined – they need to fix
- Plowed snow
- MNWARN safety training
- WTP dehumidifier repair
- Four Seasons sprinkler line repair
- Frozen water meters
- Water sampling changes to monthly
- Cedar Ave storm water pond meetings
- Well ATS issues
- WTP generator issues
- Sewer GIS
- Year-end reporting, TIER II, DNR supply

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. – complete
- Relief meeting discussing vesting amounts, updating bylaws –
 - change posted for member
- Received DNR Grant – waiting for funding – on hold
- Working with Justice Center on blueprints, plans and placement and access – on going
- Working on BINGO
 - Lions club to serve burgers
 - February 8th
- Fire schools
- Officer nomination to council
- On going discussion on how to get more FD staff

12.04 Ambulance Manager

- Several staff attended Arrowhead EMS Conference
- Attended Annual Safety Meeting
- Provided CPR Class for Carlton School staff
- Held interviews and extended employment offers to 4 EMTs and 2 EMRs
- Attended training regarding a new system through the state for quality improvement
- Gave a tour of the fire hall and ambulance to a high school student interested in EMS
- Held Ambulance Committee Meeting
- Attended CCEMS meeting
- Alyson has completed her orientation period and is now running calls on her own. No longer riding as a third.

Call breakdown through January:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	1	1.14%
Hazardous Conditions (CO alarm, smell of gas, etc.)	1	1.14%
Medical	75	85.23%
MVC	4	4.55%
Other	1	1.14%
Public Assist	2	2.27%
Structure Fire	1	1.14%
Transfer	1	1.14%
Vehicle Fire	2	2.27%
Total: 88		Total: 100.00%

12.05 Building Official Report – Brian Linville

January 2025

Permits Issued:

- 25-02 509 Lindberg Dr. New Fence

Permits Closed:

- None

Inspections and Other Activity:

- 317 North Ave. Owner consults
- 101 Dalles Ave. Short-term rental inspection
- 24 Dalles Ave. Short-term rental inspection completed
- 24-28 105 Spruce Ave. Contractor communications
- 25-01 232 Chestnut Ave. plan review, code research, Owner consult

12.06 Library Report – Bethany Leseman

January 2025

- I did monthly reports, budget update, petty cash and timecards
- Activity room cleaning and organizing
- Carlton MS/HS students were not in on the third Tuesday of the month, as they had an E-Learning day due to the cold
- Three new patron cards
- Legacy program: Dennis Warner in Concert:
 - 6 Adults and 1 child attended

Cathie/Barb:

- Adding new and donated items as they come in
- book information in computer to reflect AR level & label
- Weeding and deleting items

Monthly totals:

- 136 Adult patrons in
- 19 children/teen patrons in
- there were three computer users;
- we had 23 library calls and 1 Chamber call
- 12 patrons used the activity room

12.07 Council Member Report

12.08 Mayor Report

Mayor thanked the Public Works employees for their clean up after the snow fall.

13.00 Recap Action Items

13.01 Moratorium List

- **Accessory Structures**
- **Synthetic Drugs**

Clerk will check to see what steps need to be taken with the above items.

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Office Closed: Monday, February 18, 2025 – Presidents Day

14.02 Regular Council Meeting: Wednesday, March 12, 2025 @ 6:00pm

15.00 Adjournment

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to adjourn the meeting, the time being 6:54pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

**Carol Conway
Clerk-Treasurer**