

**Carlton City Council  
Special Meeting  
Monday, November 1, 2021**

**1.00** The meeting was called to order at 5:00pm.

**2.00 Roll Call**

*Council Present: Mayor, M. Soderstrom; Councilors: B. Bodie, R. Schmidt*

*Council Absent: Councilor R. Jorgenson*

*Staff Present: Clerk C. Conway*

*Others Present: Bill Helwig, City Attorney, Paul Coughlin, Carlton County*

**3.00 Letter of Understanding**

The purpose of the meeting was to discuss how the City Council (City) would like to respond to Carlton County (County) on the Letter of Understanding (LOU) between the City of Carlton and Carlton County.

Council would like Attorney Helwig to update the Letter of Understanding with the following:

- City will agree to a “Gentleman’s Agreement” on occupancy of the Courthouse.
- Business subsidy requirement will be removed.
- City wants County to relocate the Department of Motor Vehicle (DMV) and Veteran Affairs Office to the City of Carlton. City would like the relocation to take place within one (1) year of the Justice Center being occupied.

**A Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to approve the LOU with the above changes and to have the mayor and clerk sign the LOU before it is sent to Carlton County for approval. The motion passed unanimously.

**4.00 Adjournment**

**A Motion** was made by Councilor Schmidt and seconded by Councilor Bodie to adjourn the meeting, the time being 5:43pm. The motion passed unanimously.

Respectfully Submitted:

Carol Conway - Clerk/Treasurer