

Carlton City Council
Meeting Minutes
Wednesday, March 12, 2025

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, Heather MacDonald, Brent Bodie

Council Absent: Councilor, Denise Coleman Lyng

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

Others Present: Shari Olson, Cloquet/Carlton HRA Executive Director; Mia Thibodeau, Fryberger Law Firm

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald 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, February 12, 2025.

4.02 Approval of Bills: Exhibit A dated March 12, 2025, in the amount of \$109,499.23. (\$58,062.35 electronic and \$51,436.88 by check).

4.03 Approval of Bills: Exhibit B dated March 12, 2025, presented at meeting in the amount of \$27,849.59 (\$0.00 electronic and \$27,849.591 by check).

4.04 Approval of Check Numbers: 37156 - 37215

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

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations and Guests

5.01 Glenn Swanson

Glenn gave Council information on a Blandin Grant the Oldenburg Arts and Cultural Community received. The grant's purpose is to highlight artists in Carlton County and to find a place for displaying, selling or promoting artists' work. This can be organic farming, pottery, painting, musical, etc. Hopefully this will also help with economic development.

5.02 Shari Olson – Cloquet/Carlton Housing Redevelopment Authority (HRA)

Shari introduced herself as the new Executive Director of the Cloquet HRA. She updated the Council on the status of projects that will be done at Woodland Pines (Carlton HRA building) and on the financial status of the Carlton HRA. She would like Council to consider forgiving the Payment in Lieu of Taxes (PILOT) that is paid to the city. City Council will review financials provided.

5.03 Jon Stracek

Concerns/questions on Building Code/Building Official

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2025-09: A Resolution Approving a Supplemental Indenture Relating to Health Care and Housing Facilities Refunding Revenue Bonds (Inter-Faith Care Center Project)

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the Supplemental Indenture Relating to Health Care and Housing Facilities Refunding Revenue Bonds. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2025-10: A Resolution Accepting Donations to the City

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

Aye: 4 Nay: 0 Absent: 1

8.03 Resolution 2025-11: A Resolution Accepting a Donation to Carlton Fire and Ambulance

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the donation made to Carlton Fire and Ambulance. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.04 Resolution 2025-12: A Resolution Delegating Cannabis Retail Registration to the County

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to delegate Cannabis Retail Registration to Carlton County. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.05 Resolution 2025-13: A Resolution Accepting a Grant to the City

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to accept the 2025 Carlton County Recycling Facilities Grant (Score Grant) made to the City. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 Project Updates

9.01 South Terrace Courts

The council did not commit to additional funding for the pickleball courts at this time.

10.00 Unfinished Business

10.01 Feasibility Study

The council would like a detailed quote on the feasibility study. A Special Meeting will be held if needed to review/approve.

10.02 Assessment Policy (lot/footage)

More information is needed before a decision is made.

11.00 New Business

11.01 EMT Resignation – Shane Johannsen

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to accept the resignation of Shane Johannsen. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.02 Frandsen Checking Withdrawal

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the transfer of an additional \$120,991.60 from Frandsen Bank and Trust to Woodlands National Bank. The transfer took place on February 18, 2025. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.03 Certificate of Deposit Renewal (CD)

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to let the CD renew for another 9 month period. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.04 Credit of Email Bill

No action taken

11.05 Request for Sewer Credit

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to adjust the sewer usage for account #172-01 to average usage due to a broken water line. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.06 Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the 1 Day to 4 Day Temporary On-Sale Liquor License submitted by Oldenburg Arts and Cultural Community. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.07 LG220 Application for Exempt Permit

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

Aye: 4 Nay: 0 Absent: 1

11.08 LG230 Application to Conduct Off-Site Gambling

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the LG230 to conduct Off-Site Gambling on April 26, 2025 at Four Seasons Event Center, 90 Chestnut Ave., Carlton, MN 55718 submitted by Cloquet Eagles Aerie 1163. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.09 Metering and Technology Quote

No action taken at this time.

11.10 Fire Relief By-Laws Update

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the Fire Relief By-Law changes as present. The motion passed unanimously, with Councilor Bodie abstaining.

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

11.11 Resignation – Leola Rodd

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to accept the resignation of Leola Rodd. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.12 WIN-911 Repair (Water Treatment Plant)

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the quote for repair/update of the WIN-911 system. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

January Activities

February Activities

- City Audit
- Work Comp Audit.
- Update Internal Controls for Bank Deposits and Utility Billing.
- Develop an Excel Spreadsheet to track Sweeps for Woodlands National Bank.
- Continue to change bank information for ACH deposits.
- EMT Interviews.
- Submit grant application to WLSSD for GIS updates.
- Send out Annual Billings for Fire and Ambulance.
- Completed Annual Reports for the following: LG510 Charitable Gambling, Outstanding Indebtedness, Gas Tax Refund.
- 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.
- ❖ Continues to work with Cassele to tweak the utility billing software.

Working with ECP to identify claims that did not get processed by EMS/MC.

12.02 Public Works Superintendent Report – Derek Wolf

Twin Lakes water line

- Ordered extra fittings - waiting
- Viet to hook Sunshine Lane in April

Twin Lakes

- Lift station monitoring
- Water sampling
- Power outage in Olsonville

City

- South Terrace Courts - Expansion completed, waiting till spring.
 - Waiting on CADC board for money
- RE-doing DNR park signs – Complete
- Sunrise Drive water installation.
 - Need to fix firepit,
- MH 91 lined – they need to fix
- Plowed snow
- Frozen water line 41 Dalles Ave
- Cedar ave storm water pond meetings – not sure next step
- Well ATS issues – parts ordered
- WTP generator issues – new started ordered
- Met with susan on well 6 construction documents
- Record drawing review booster station and meter station
- Power outage south terrace
- Travis to MRWA school
- Training in Floodwood
- New slack adjusters #05
- Steam culverts
- Munger trail and FDL meeting

12.03 Fire Chief Report – Chief Derek Wolf

- Fire department taking over pop-cans for 4 seasons, so far so good.
- Relief meeting discussing vesting amounts, updating bylaws –

- change posted for member – membership approved
- Received DNR Grant – waiting for funding – on hold
- Working with Justice Center on blueprints, plans and placement and access – on going
- On going discussion on how to get more FD staff
- Met with Chemstar about possible training
- Looked at large pump and generator from CAFD
- Lot of calls.
- Met with Cromwell about ambulance

12.04 Ambulance Manager

- Orientation for 3 new EMTs
- Held interviews for additional EMTs and hired 3
- Read to the elementary students for Reading Appreciation Month
- Tires replaced on ambulance 601
- Hosted the Stroke Program Coordinator from St Lukes for medical training
- Provided Ambulance coverage for a concert at Black Bear Casino

Call breakdown through February:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	7	4.09%
Hazardous Conditions (CO alarm, smell of gas, etc.)	2	1.17%
Medical	146	85.38%
MVC	8	4.68%
Other	1	0.58%
Public Assist	2	1.17%
Structure Fire	1	0.58%
Transfer	1	0.58%
Vehicle Fire	3	1.75%
Total: 171		Total: 100.00%

12.05 Building Official Report – Brian Linville

February 2025

Permits Issued:

None

Permits Closed:

None

Inspections and Other Activity:

- 519 & 521 Sunrise Dr. Plumbing & mechanical rough-in, framing, insulation & vapor barrier inspections
- 523 & 525 Sunrise Dr. Plumbing rough-in inspection
- 317 North Ave. Owner consults & code research
- 25-01 232 Chestnut Ave. Pavillion drawings received and reviewed, plan review comments issued, consults with Owner
- 218 Chestnut Ave. Communication with Contractor
- 810 3rd St. Communications with MN DOLI, MN DHS, Owner, Contractor, Architect & Management Co.; site visits and inspections, code research

12.06 Library Report – Bethany Leseman

February 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
- Love Your Library month! ❤️

- tried something new to hopefully save money: postcards with a QR Code that links to the full donation request letter
- saves on printing, paper, envelopes, labels, and postage

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:

- 60 Adult patrons in
- 12 children/teen patrons in
- there were five computer users;
- we had 20 library calls and no Chamber calls
- two patrons used the activity room

12.07 Council Member Report

12.08 Mayor Report

13.00 Recap Action Items

13.01 Moratorium List

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Regular Council Meeting: Wednesday, April 9, 2025 @ 6:00pm

14.02 Open Book Meeting: Monday, April 28, 2025 – 9:00am to 3:00pm

15.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to adjourn the meeting, the time being 7:16pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

**Carol Conway
Clerk-Treasurer**