

**Carlton City Council  
Meeting Minutes  
Wednesday, April 9, 2025**

**1.00 Call to Order & Pledge of Allegiance**

Mayor Soderstrom called the meeting to order at 6:01pm

**2.00 Roll Call**

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

**Council Absent:**

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

**Others Present**

**3.00 Approve Agenda (Agenda Additions/Deletions)**

A **Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the agenda with agenda additions notated in red and agenda item 7.03 Mediacom Letter of Support. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**4.00 Consent Agenda:**

**4.01 Approval of the Minutes:** Regular Meeting, March 12, 2025, Special Meeting, March 19, 2025.

**4.02 Approval of Bills:** Exhibit A dated April 9, 2025, in the amount of \$120,023.91. (\$62,961.40 electronic and \$57,062.51 by check).

**4.03 Approval of Bills:** Exhibit B dated April 9, 2025, presented at the meeting in the amount of \$4,750.36 (\$0.00 electronic and \$4,750.36 by check).

**4.04 Approval of Check Numbers:** 37216 - 37279

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

**Aye: 5      Nay: 0      Absent: 0**

**5.00 Presentations and Guests**

**5.01 Audit Presentation – Ryan Schmidt, Schlenner Wenner**

**6.00 Planning Commission Meeting**

**6.01 Variance Application Request**

A Public Hearing was set for May 14, 2025, at 6:01pm

**7.00 Petitions, Communications and Correspondence**

### **7.01 Charitable Gambling Request – North Country Ride**

**A Motion** was made by Heather MacDonald and seconded by Brent Bodie to approve a \$1,500.00 donation from the Charitable Gambling fund to North Country Ride. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **7.02 Zoning Bills**

This was informational only

### **7.03 Mediacom Letter of Support**

The City will send a letter of support for the installation of fiber in the area.

## **8.00 Ordinances, Resolutions and Policies**

### **8.01 Resolution 2025-14: A Resolution Accepting Donations to the City**

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

**Aye: 5      Nay: 0      Absent: 0**

### **8.02 Resolution 2025-15: A Resolution Accepting a Grant to Carlton Fire Department**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to accept the grant made to Carlton Fire Department. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **8.03 Attendance and Training Policy**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve the Attendance and Training Policy with the change of 6 shift requirements, instead of 9, in a quarter. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **8.04 Changes to Chapter 9 – Land Use Regulations**

No action until May Council Meeting.

### **8.05 Resolution 2025-16: Resolution Calling for a Public Hearing and Approving, on a Preliminary Basis, Refinancing a Project for Inter-Faith Care Center.**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve Resolution 2025-16. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **9.00 Project Updates**

### **9.01 South Terrace Courts**

It looks like the 501c3 status for Carlton Area Development Corporation may not come through until late in 2025 so completion of the project probably will not happen until 2026.

### **9.02 Stormwater Pond Project**

Carlton County is willing to proceed with a land swap option with the nearby homeowner. The County will retain a snow placement easement on the property. A meeting will be set with the homeowner.

## **10.00 Unfinished Business**

### **10.01 Feasibility Study**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the proposal submitted by Northland Engineering for the feasibility study of Ashland Avenue, 6<sup>th</sup> Street, North Avenue and South Avenue. The motion passed unanimously.

**Aye: 5      Aye: 0      Absent: 0**

### **10.02 Assessment Policy (lot/footage?)**

## **11.00 New Business**

### **11.01 VC3 Quote – Firewall Replacement**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to approve the quote for replacement of the Firewall. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.02 Recycle Shed Employee**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to approve the hiring of Joshua Peterson for the recycle shed position. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.03 LG220 Application for Exempt Permit**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the two (2) LG220 Permits submitted by the Carlton County Chapter of MN Deer Hunters Association for dates of April 27, 2025 and September 17, 2025. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.04 Ambulance Claims not Sent to ECP**

City staff will send letters/invoices for accounts that were not transferred.

#### **11.05 Approval of Library Board Member**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve Jessie Sobczak as a library board member. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.06 EMT Resignation – Ellie Grover**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to accept the resignation of Ellie Grover. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **~~11.07 Recycle Shed New Hire~~**

**Duplicate**

#### **11.08 2025 1<sup>st</sup> Quarter Ambulance Write-Offs**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve write-offs in the amount of \$136,118.67 for the 1<sup>st</sup> quarter of 2025. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.09 Updated DNR Contract**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the updated contract submitted by the DNR. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.10 School Property**

**Council directed staff to reach out to the Carlton School Board.**

### **12.00 Staff and Committee Reports and Recommendations**

#### **12.01 Clerk Report**

##### March Activities

- iPad email issues
- Woodlands Bank Reconciliation (new process)
- Update Internal Controls.
- Electronic Check Deposits.
- Annual Building Report
- Review Preliminary Audit
- Search for new MRO (Medical Review Officer)
- Review Subdivision Ordinance.
- CIMS Cemetery Software Updates
- Updated Quarterly Sales & Use Spreadsheet
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Created *How to Guide* for Cassele.
- ❖ Identified ambulance claims that did not get sent to ECP from EMS/MC.

## **12.02 Public Works Superintendent Report – Derek Wolf**

### **Twin Lakes water line**

- Ordered extra fittings - Delivered
- Viet - complete

### **Twin Lakes**

- Lift station monitoring
- Water sampling

### **City**

- South Terrace Courts - Expansion completed, waiting till spring.
  - Waiting on CADC board for money
- Sunrise Drive water installation.
  - Need to fix firepit,
- MH 91 lined – they need to fix
- Plowed snow
- Frozen water line 41 Dalles Ave – thawed out
- Cedar Ave storm water pond meetings – Met with attorney he is going to draft up land swap and agreement
- Well ATS issues – parts ordered
- WTP generator issues – - repaired
- Met with Susan on well 6 construction documents
- Record drawing review booster station and meter station
- New Picnic tables at DNR and McFarland Park. Donated by school
- Clean WTP Clearwell and reclaim tanks
- Need to clean filters again
- Need to Complete MPCA WINS Survey
- Munger Trail meeting
- BNSF crossing meeting for Munger trail
- Order new flags for streetlights to install in May
- Fire alarm and sprinkler testing in April.
- Recycling center interview

## **12.03 Fire Chief Report – Chief Derek Wolf**

- Fire department taking over pop-cans for 4 seasons, so far so good.
- Received DNR Grant – working out contact detail
- DNR Contract update
- Working with Justice Center on blueprints, plans and placement and access – on going
- Knox Box Ulland Brothers
- Met with Chemstar, setting up tabletop exercise
- Looked at large pump and generator from CAFD
  - Being gifted to the city
- Policy review and updating
- Hope to update SOG soon

## **12.04 Ambulance Manager**

- Orientation and onboarding of new EMTs
- CPR refresher held for staff
- Attended the Northeast Regional Trauma Advisory Committee meeting
- Attended Carlton County EMS Association Meeting

- Met with Interfaith regarding medical calls
- Sent out policies to the department for annual attestation

Call breakdown through March:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	8	3.39%
Grass Fire	1	0.42%
Hazardous Conditions (CO alarm, smell of gas, etc.)	4	1.69%
Medical	203	86.02%
MVC	8	3.39%
Other	1	0.42%
Public Assist	3	1.27%
Structure Fire	3	1.27%
Transfer	1	0.42%
Vehicle Fire	4	1.69%
Total: 236		Total: 100.00%

## 12.05 Building Official Report – Brian Linville

March 2025

### Permits Issued:

- 25-03 218 Chestnut St. Fire damage repair Apts. 2 & 6
- 25-04 530 Stine Dr. Rooftop solar system install

### Permits Closed:

None

### Inspections and Other Activity:

- 523 & 525 Sunrise Dr. Mechanical rough-in, framing, insulation/v.b. inspections
- 317 North Ave. Insulation/v.b., plumbing & mechanical rough-in inspections; Owner consults
- 218 Chestnut Ave. Site visit with Contractor, consult with Plumbing and Mechanical Contractor
- 810 3<sup>rd</sup> St. On-site meeting with Owner, Mgmt. Co., Dept. of Human Services, Contractor & Architect; Phase 1 final inspection

## 12.06 Library Report – Bethany Leseman

March 2025

- I did monthly reports, budget update, petty cash and timecards
- Activity room cleaning and organizing
- Friends of the Library meeting
- moved to Mondays
- Carlton MS/HS students were in on the third Tuesday of the month
- I filled out and submitted the 2024 Minnesota Public Library Annual Report
- NESC tech in to update Wi-Fi

Cathie/Barb:

- 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

### Monthly totals:

- 105 Adult patrons in
- 80 children/teen patrons in
- there were 8 computer users;
- we had 22 library calls and 4 Chamber calls
- 4 patrons used the activity room
- we had 2 patrons get new library cards

## 12.07 Council Member Report

## 12.08 Mayor Report

## 13.00 Recap Action Items

## 13.01 Moratorium List

- Interim Ordinance No. 215 – An Ordinance Authorizing a Study and Imposing a Moratorium on Accessory Structures 200 SQFT or Less in Size

#### **14.00 UPCOMING MEETINGS AND EVENTS**

**14.01 Regular Council Meeting: Wednesday, May 14, 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 Coleman Lyng and seconded by Councilor Bodie to adjourn the meeting, the time being 7:06pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**Respectfully Submitted,**

*Carol Conway*

**Carol Conway  
Clerk-Treasurer**