

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, May 14, 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

**Others Present:** Bill Helwig, City Attorney; Mia Thibodeau, Fryberger Law Firm; Tara Adkins, Interfaith Care Center, Cody and Alyssa Anderson

**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 on the updated agenda and 11.17 Prosecuting Attorney, 11.18 Garage Slab. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**4.00 Consent Agenda:**

**4.01 Approval of the Minutes:** Special Meeting, April 2, 2025; Regular Meeting, April 9, 2025.

**4.02 Approval of Bills:** Exhibit A dated May 14, 2025, in the amount of \$126,51.90. (\$67,491.98 electronic and \$59,020.11 by check).

**4.03 Approval of Bills:** Exhibit B dated May 14, 2025, presented at the meeting in the amount of \$26,934.76 (\$20,527.30 electronic and \$6,407.46 by check).

**4.04 Approval of Check Numbers:** 37301 – 37352      Void: 37280-37300 (Frandsen)  
Void: 37302 (Woodlands)

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

**Aye: 5      Nay: 0      Absent: 0**

**5.00 Presentations and Guests**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Bodie to close the Regular Council Meeting and open the Planning Commission Meeting, the time being 6:01pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**6.00 Planning Commission Meeting/Public Hearing**

### **6.01 Request for a Variance**

A recommendation was made by Councilor Bodie and seconded by Councilor Sobczak to recommend approval of the variance application submitted by Cody and Alyssa Anderson.

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Bodie to close the Planning Commission Meeting/Public Hearing on the Variance Request and reopen the Regular Meeting/Public Hearing, the time being 6:09 pm. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

### **6.02 Public Hearing on a Program for a Multifamily Housing Development and on a Proposed Project and the Issuance of Private Activity Bonds to Finance Health Care and Housing Facilities.**

No comments given.

### **7.00 Petitions, Communications and Correspondence**

#### **7.01 Thank you from North Country Ride**

#### **7.02 Charitable Gambling Request from Carlton Community Education – Summer Stem Camp.**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve a charitable gambling donation of \$1,000 for the summer STEM camp. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

#### **7.03 Thank you from Carlton and Wrenshall Community Education – Family Ball**

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

#### **8.01 Resolution 2025-17: A Resolution Accepting Donations to the Carlton Area Library**

**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: 5      Nay: 0      Absent: 0**

#### **8.02 Resolution 2025-18: A Resolution Approving the Issuance of Health Care and Housing Facilities Refunding Bonds (Inter-Faith Care Center Project), Series 2025**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Bodie to approve Resolution 2025-18. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **8.03 Draft Ordinance 218: An Ordinance Amending Chapter 9, Section 3 Application of District Regulations (Cannabis)**

Updates will be made to the draft ordinance and presented at the June meeting.

**Aye: 5      Nay: 0      Absent: 0**

#### **8.04 Draft Ordinance 219: An Ordinance on Limiting the Number of Accessory Structures 200 SQ FT or Less in Size in the City of Carlton**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve Draft Ordinance 219 with the following change: no more than two (2) accessory structures 200 sq ft or less in size will be allowed in the city. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

#### **8.05 Electronic Payment, Wire/Fund Transfer Policy**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the Electronic Payment, Wire/Fund Transfer Policy as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**8.06 Employee Recognition Policy**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to remove the following bullet point under Resignation: *The city clerk will order a plaque of the departing employee. The employee must have at least 5 years of service at the time of resignation to receive a plaque.* The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**9.00 Project Updates**

**9.01 South Terrace Courts**

**9.02 Stormwater Pond Project**

The homeowner has agreed to a land swap with Carlton County. There will be an easement for snow storage and drainage.

**10.00 Unfinished Business**

**10.01 Assessment Policy (lot/footage?)**

The city attorney will check to see if he has an existing assessment policy for the City of Carlton.

**11.00 New Business**

**11.01 Fee Schedule Update: 2025 Fire Vehicle Fees**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve fire department fees to match current Department of Natural Resources fee. The motion passed with Councilor Bodie abstaining.

**Aye: 4      Nay: 0      Absent: 0      Abstain: 1**

**11.02 Refund Building Permit Fee for 201 Spruce Avenue**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to deny the request to have a portion of the building permit fee refunded. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.03 Unpaid Ambulance Claims**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve adjusting the ambulance claims not sent to the new billing company to current rates. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.04 Transfer from Frandsen Bank to Woodlands National Bank**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to electronically transfer \$500,000 from Frandsen Bank to Woodlands National Bank. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.05 ACH Vendor Payments**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve ACH Vendor payments to be made before Council approval to avoid late charges, the payment must be approved by the Mayor or Acting Mayor before submission. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.06 2025 Carlton Amateur Hockey Association Board Members and Budget**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the Board Members and Budget as presented (see attachment A). The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.07 Temporary Liquor Licenses for Oldenburg Arts and Cultural Community (OACC)**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the 1 to 4 Day Temporary Applications submitted by OACC for dates May 16-17, 2025, and May 30-31,2025. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

#### **11.08 First Responder Vehicle Use**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve fire department members to take a vehicle home on weekends or holidays to respond to emergencies. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.09 Minnesota Pump Works Agreement**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve the three (3) year agreement with Minnesota Pump Works. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.10 Changes to late fees for water/sewer bills from 60 days to 45 days.**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to change the addition of a late fee from 60 days to 45 days on water/sewer bills. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

#### **11.11 Paid on Call Resignations: Kayla Balcer, Rhys Ceglar**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to accept the resignation of Kayla Balcer and Rhys Ceglar. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

#### **11.12 Use of Scissor Lift**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve use of the scissor lift by the city clerk. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

#### **11.13 Polaris Ranger**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve purchase of a 2024 Polaris Ranger from Sonju Two Harbors per the proposal presented and to sell the 2007 Polaris Ranger after all reusable equipment is removed. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

#### **11.14 LG220 S**

**ubmitted by Carlton Area Development Corporation (CADC)**

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

**Aye: 5      Nay:0      Absent: 0**

#### **11.15 ACH Debit Agreement**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the ACH Agreement between Twin Lakes Township and the City upon approval of the City Attorney. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

#### **11.16 Colliers Disclosure Form**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the Clerk to sign the disclosure agreement from Colliers. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

#### **11.17 Prosecuting Attorney**

Council directed the City Clerk to contact Carlton County Prosecuting Attorney's Office to inquire about their charges for prosecution services.

### **11.18 Garage Slab**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the lowest competing official bid not to exceed \$13,800.00. The motion passed unanimously.

**Aye: 5      Nay:0      Absent: 0**

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

### **12.01 Clerk Report**

#### April Activities

- Cannabis Zoning Webinar
- Compensation and Benefits Survey
- SLRF Annual Compliance Report
- Paid Leave Webinar
- Meetings with MSA and for Storm Water Pond Project
- Variance Application
- Annual Revenue Recapture Training
- First burial locate of 2025, Disinterment of ashes
- 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.
- ❖ Create reports in Cassele
- ❖ 2025/2026 Hockey Schedule
- ❖ Updates to Facebook

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

#### **Twin Lakes**

- Lift station monitoring
- Water sampling
- Blacktop patching

#### **City**

- South Terrace Courts - Expansion completed, waiting till spring.
    - Waiting on CADC board for money
    - Ordered posts and nets
  - Sunrise Drive water installation.
    - Need to fix firepit, - complete
    - Grass seed and straw - complete
  - MH 91 lined – they need to fix
  - Cedar ave storm water pond meetings –
    - Met with attorney he is going to draft up land swap and agreement
    - On-going
  - Well ATS issues – parts ordered - complete
  - WTP generator issues – - repaired - complete
  - 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 - complete
  - Order new flags for streetlights to install in May
  - Blacktop Patch
  - Grass seed pickleball
  - ARDC meeting
  - Truck clean for transportation night
  - Trailer mounted pump repair
  - School meeting about bus garage upcoming
- \*Disc golf basket and concrete collars
  - \*More Wood Chips at DNR Park
  - \*Carlton Clean Up
  - \*Need to sweep dirt off sidewalks and grass
  - \*Mow grass soon
  - \*Thomson Reservoir meeting upcoming

### 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 details.
- Working with Justice Center on blueprints, plans and placement and access – complete
- Met with Chemstar, setting up tabletop exercise for June
- Looked at large pump and generator from CAFD
  - Being gifted to the city
  - Pump works and functions
  - Changing a few things to improve function
- Policy review and updating
- Hope to update SOG soon
- Transportation night
- Tour for preschoolers
- Ambulance committee
- Implementation of voluntary FF on duty
  - Allows FD members to take 616 pickup home and respond to calls
- MBFTE reimbursement
- Dry hydrant testing
- WEC officers meeting – improving training schedule and auto aid over holiday weekends.
- UTV committee to meet again.

### 12.04 Ambulance Manager

- Continuing to onboard new EMTs
- Held Ambulance Committee Meeting
- Attended training with eSchedule staff on system enhancements
- Took an ambulance to South Terrace for the preschool class with the fire department
- Volunteered with the fire department on Adopt a Highway Cleanup prior to medical training
- Attended Transportation Night

Call breakdown through April:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	10	3.27%
Grass Fire	2	0.65%
Hazardous Conditions (CO alarm, smell of gas, etc.)	7	2.29%
Medical	260	84.97%
MVC	9	2.94%
Other	1	0.33%
Public Assist	4	1.31%
Structure Fire	7	2.29%
Transfer	2	0.65%
Vehicle Fire	4	1.31%
Total: 306		Total: 100.00%

### 12.05 Building Official Report – Brian Linville

April 2025

#### Permits Issued:

- 25-01 232 Chestnut Ave. Pavillion
- 25-05 218 108 4<sup>th</sup> St Siding replacement
- 25-06 519 E Webbeking Dr. Sump, drain tile and FDN wall repair
- 25-07 429 Chestnut Ave. Demolition permit

Permits Closed: None

#### Inspections and Other Activity:

- 530 Stine Dr. Plan review
- 519 E Webbeking Dr. Inspections

- 519 & 521 Sunrise Dr. Final inspections and blower door tests
- 317 North Ave. Insulation/v.b. & plumbing rough-in inspections; Owner consults
- 218 Chestnut Ave. Framing, firestopping, plumbing and mechanical rough-in inspections, consult with Plumbing and Mechanical Contractor
- 232 Chestnut Ave. Plan review, Owner consults
- 69 Dalles Ave. Final inspection and blower door tests
- 810 3<sup>rd</sup> St. Contract consults, plan review

## **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**

## **14.00 UPCOMING MEETINGS AND EVENTS**

**14.01 MS150: June 7, 2025**

**14.02 Memorial Day: Monday, May 26, 2025 – Office Closed**

**14.03 City Council Meeting Wednesday, June 11, 2025 @ 6:00pm**

**14.04 Juneteenth: Thursday, June 19, 2025 – Office Closed**

**15.05 Fourth of July: Friday, July 4, 2025 – Office Closed**

## **15.00 Adjournment**

A **Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to adjourn the meeting, the time being 7:08pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

Respectfully Submitted,

*Carol Conway*

Carol Conway  
Clerk-Treasurer