

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, June 11, 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, Brent Bodie, Denise Coleman Lyng

**Council Absent:** Heather MacDonald

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

**Others Present:**

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

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the agenda with the following additions: 11.09 EMT Resignation, 11.10 Short Term Camping Rental Application, 11.11 Wildland Fire PPE. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

**4.00 Consent Agenda:**

**4.01 Approval of the Minutes:** Regular Meeting, May 14, 2025.

**4.02 Approval of Bills:** Exhibit A dated June 11, 2025, in the amount of \$649,984.84. (\$545,108.87 electronic and \$104,875.971 by check).

**4.03 Approval of Bills:** Exhibit B dated June 11, 2025, presented at the meeting in the amount of \$51,008.22 (\$20,524.78 electronic and \$30,483.44 by check).

**4.04 Approval of Check Numbers:** 37353 – 37410

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

**Aye: 4      Nay: 0      Absent: 1**

**5.00 Presentations and Guests**

**6.00 Planning Commission Meeting/Public Hearing**

**7.00 Petitions, Communications and Correspondence**

**7.01 Minnesota State Demographic Center**

- April 1, 2024 population estimate is 959
- April 1, 2024 household estimate is 431

**7.02 Integrated Emergency Management Course**  
Informational Only

**8.00 Ordinances, Resolutions and Policies**

**8.01 Resolution 2025-09: A Resolution Reaffirming the Adoption of Findings of Fact and Reasons for Approval of the Variance Application of Coday and Alyssa Anderson for the Construction of a Building Larger than 1,000 Sq. Ft.**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the variance request and allow an accessory structure larger than 1,000 sq. ft. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

**8.02 8.01 Resolution 2025-20: A Resolution Accepting Donations to the Carlton Area Library**

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

**Aye: 4      Nay: 0      Absent: 1**

**8.03 Update of Exhibit B Use of Earned Sick and Safe Time in the Personnel Policy**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the updated Exhibit B: Use of Earned Sick and Safe Time. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

**9.00 Project Updates**

**9.01 South Terrace Courts**

Woodland National Bank secured a 3 to 1 matching grant for a total donation of \$32,000, Irving Community Club is considering a sizeable donation, possibly \$10,000+, Carlton Area Development Corporation has received 501(c)3 nonprofit status.

**9.02 Stormwater Pond Project**

No updates.

**10.00 Unfinished Business**

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

No updates.

**10.02 Prosecuting Attorney**

No updates.

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

**A Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to approve Ordinance 218 as presented and approve the printing of a Summary Ordinance. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

**11.00 New Business**

**11.01 Error in numbering on Agenda**

**11.02 Error in numbering on Agenda**

**11.03 Unpaid Ambulance Claims Write-Off**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to write off \$60,615.52 in uncollectible ambulance charges. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

**11.04 Parkview Lane – Required Driveway Agreement**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to require a driveway agreement be entered into before issuing building permits for property on any private roads. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

**11.05 Memorandum of Understanding (MOU)**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the Memorandum of Understanding with the Carlton School District. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.06 ALTA Survey Proposal**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to approve the proposal by ALTA with Task 4 being performed only if the Carlton School District approves the MOU. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.07 2007 Polaris Ranger**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to rescind the motion made on April 9, 2025, to sell the 2007 Polaris Ranger and to keep for Public Works use. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.08 ACH Agreement with Twin Lakes Township**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to approve the ACH Agreement with Twin Lakes Township. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.09 EMT Resignation**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the resignation of Alyssa Clark. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.10 Renewal Short Term Camping Rental Permit Application**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Short-Term Camping Rental Permit submitted by Rustic Retreat. The motion passed with 1 member abstaining.

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

#### **11.11 Wildland Fire Personal Protective Equipment (PPE)**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the purchase of Wildland Fire PPE. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

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

#### **12.01 Clerk Report**

##### May Activities

- Continue to get all information into CIMS (Cemetery Software)
- Created EFT/Wire Funds Policy
- Completed TIF Reports for the State
- Created Memorandum of Understanding with School
- SLRF Webinar
- CDL Compliance Checks
- ACH Agreement with Twin Lakes Township
- Sent out Ambulance Collection Letters
- 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 update reports in Caselle
- ❖ Created instructions for MiViewpoint
- ❖ Continues to create posts for Facebook, Blog, Website

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

##### **Twin Lakes**

- Lift station monitoring
- Water sampling

## City

- South Terrace Courts - Expansion completed, waiting till spring.
  - Waiting on CADC board for money
  - Ordered posts and nets
  - Checking on availability of painting
- 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
- Met with susan on well 6 construction documents
  - Should have documentation by 17<sup>th</sup> meeting
- Record drawing review booster station and meter station – waiting on revision
- Trailer mounted pump repair
- Disc golf basket and concrete collars
- More wood chips DNR park
- School meeting about bus garage
- Thomson reservoir meeting upcoming
- Recycling center garage, working with contractor
- Air release repair at WTP
- Crews mowing
- Digging graves at Cemetery
- CCR Report
- Woodland pine water drainage debacle
- County Crack Sealing school Ave, 4<sup>th</sup> Street, Birch Ave, West Webbeking
- Water tower cathodic protection inspection – looks good!

### **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.
- Met with Chemstar, setting up table top exercise for June
- Looked at large pump and generator from CAFD –
  - Ordering tool box for fittings
  - Functions as it should
- Policy review and updating
- Updating SOG soon
- UTV committee to meet again
  - Purchase
  - Working out accessories
  - Need to come up with a plan for the trailer
- FF on duty – Suggestion to a lot 4 points every 12 hours of FF on duty. Discussion was had and this was agreed on, will need bylaw changes for this.
  - Plan to utilize eSchedule to track those that do FF on duty so other members are aware when there is coverage. May need to switch to either the “Prime Shifts” or “AM/PM” view in order to see this.
  - New “training” form my need to be made in elite to track points.
- MS 150

### **12.04 Ambulance Manager**

- Continuing to onboard new EMTS
- Completed our Ambulance Inspection

- Meeting with Inter-Faith Director of Nursing
- Hosted Memorial Blood Center blood drive
- Attended the Under One Roof Conference
- Attended the May NERTAC Meeting
- Met with St. Lukes ER staff for ongoing support
- Hosted CPR Class for Carlton Community Education staff

Call breakdown through May:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	12	3.15%
Grass Fire	4	1.05%
Hazardous Conditions (CO alarm, smell of gas, etc.)	10	2.62%
Medical	322	84.51%
MVC	11	2.89%
Other	1	0.26%
Public Assist	4	1.05%
Structure Fire	10	2.62%
Transfer	2	0.52%
Vehicle Fire	5	1.31%
Total: 381		Total: 100.00%

## 12.05 Building Official Report – Brian Linville

May 2025

### Permits Issued:

- 25-08 21 Dalles Ave. Roof Replacement – Front of House
- 25-09 429 Railroad Ave. Single-family Dwelling Demolition
- 25-10 810 3<sup>rd</sup> St. Fire-rated Wall Construction, Firestopping, Acoustical Ceiling Replacement (Phase 2)
- 25-11 700 1<sup>st</sup> St. W Window Replacement
- 25-12 108 Wilhelmina Dr. Pole Building
- 25-13 2 Cty Rd 1 Metal Building

### Permits Closed:

- 24-02 810 3<sup>rd</sup> St. Acoustical Ceiling Replacement (Phase 1)
- 24-37 519 & 521 Sunrise Dr.
- 25-06 519 E Webbeking Dr. Drain Tile and Sump
- 25-08 21 Dalles Ave. Roof Replacement

### Inspections and Other Activity:

- 21 Dalles Ave. Inspection
- 519 & 521 Sunrise Dr. Issue Certificate of Occupancy
- 218 Chestnut Ave. Final inspections
- 232 Chestnut Ave. Soils and FDN inspections
- 69 Dalles Ave. Final inspection and blower door tests
- 810 3<sup>rd</sup> St. Contractor consults, framing/firestopping inspections
- 108 Wilhelmina Dr. Contractor consult

## 12.06 Library Report – Bethany Leseman

May 2025

- I did monthly reports, budget update, petty cash and timecards
- Activity room and book closet cleaning and organizing
- Attended a Library Director meeting in Mt. Iron
- brought books back to add to our collections
- Printed weeding lists and started weeding collections
- Carlton MS/HS students were scheduled to be in on the third Tuesday of the month, but didn't make it due to end of the school year deadlines
- Hung wings made of their handprints in the activity room



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
- Weeding collections
- set up and tear down for Legacy Program: Going to Bartalina: Charlie Maguire



Monthly totals:

- 82 Adult patrons in
- 72 children/teen patrons in
- there were four computer users;
- we had ten library calls and no Chamber calls
- 10 patrons used the activity room
- we had no new patrons get library cards

### **12.07 Council Member Report**

### **12.08 Mayor Report**

### **13.00 Recap Action Items**

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

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

**14.02 Fourth of July: Friday, July 4, 2025 - Office Closed**

**14.03 City Council Meeting Wednesday, July 9, 2025 @ 6:00pm**

**14.04 Carlton Daze: July 25-27, 2025**

### **15.00 Adjournment**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to adjourn the meeting, the time being 6:31pm. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

**Respectfully Submitted,**

*Carol Conway*

**Carol Conway**

**Clerk-Treasurer**