

Carlton City Council
Meeting Minutes
Wednesday, August 13, 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, Heather MacDonald

Council Absent:

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

Others Present:

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Bodie and second by Councilor MacDonald to approve the agenda with the following changes. Add: 9.04 City Employee Resignation – Mark Vernon; 11.10 Close Frandsen Accounts; 11.11 Hire Full Time EMT. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, July 9, 2025.

4.02 Approval of Bills: Exhibit A dated August 13, 2025, in the amount of \$242,156.16. (\$149,513.77 electronic and \$92,642.39 by check).

4.03 Approval of Bills: Exhibit B dated August 13, 2025, presented at the meeting in the amount of \$8,830.8 (\$1,236.00 electronic and \$7,594.850 by check).

4.04 Approval of Check Numbers: 37474-37529 (Void 36027, 36630, 20250516e) (Void 37411)

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

4.09 Fire/EMT Employee Resignations: Alexander Bodin, Tim Jessen, Anna Liljebald, Abigail Boehmer; City Employee: Mark Vernon.

4.10 New Fire Department Member: David Klungvedt

4.11 LG220 – Carlton County Animal Rescue

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the Consent Agenda with the correction in numbering 4.11. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

5.00 Presentations and Guests

A Motion was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to close the Regular City Council Meeting and open the Public Hearing, the time being 6:02pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

6.00 Planning Commission Meeting/Public Hearing

6.01 Public Hearing- Inter-Faith Care Center: Proposed Project and the Issuance of Private Activity Bonds to Finance and Refinance Health Care and Housing Facilities.

There were not any questions or comments.

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Bodie to close the Public Hearing and reopen the Regular Council meeting, the time being 6:02pm.

Aye: 5 Nay: 0 Absent: 0

7.00 Petitions, Communications and Correspondence

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2025-23: Approving the Issuance of Health Care and Housing Facilities Refunding Bonds (Inter-Faith Care Center Project), Series 2025 and Amending Prior Resolutions.

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve the Resolution Issuing Health Care Refunding Bonds and Amending Prior Resolutions. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2025-24: A Resolution Accepting Donations to the Carlton Area Library

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

Aye: 5 Nay: 0 Absent: 0

9.00 Project Updates

9.01 South Terrace Courts

Derek will meet with the City Engineer and Arrow Asphalt to determine the correct location for the bollard collars. Once the collars are in place, the blacktop installation will follow.

9.02 Stormwater Pond Project

Carlton County has signed the Land Exchange Agreement between Carlton County and Hubert and Lynn Loy. The County Administrator will meet with the Loy's to get their signatures.

10.00 Unfinished Business

10.01 Draft Special Assessment Policy

No action taken.

11.00 New Business

11.01 Budget Change

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to approve the budget changes as follows: 420-49415-600 (\$50,000.00), 420-49415-610 (\$21,364.00), 600-41415-600 \$17,190.00, 600-49415-610 \$15,832.50, 601-49415-600 \$27,810.00, 601-49415-610 \$13,203.00. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.02 Budget Correction

A Motion was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve the budget correction as follows: transfer \$81,396.00 from 311-3100 to 420-3100, transfer \$31,569.00 from 420-3100 to 311-3100, 420-39208 remove \$38,361 and 420-39209 remove \$20,788 which will be coded from funds 600 and 601, respectively. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.03 Review Preliminary Budget

Prepare budget with a preliminary tax levy increase of seven (7%) percent to be presented at the September Council Meeting.

11.04 Second Quarter Ambulance Write-Offs

A **Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the Second Quarter Write-Off in the amount to \$88,401.66. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.05 Employee Leave of Absence

A **Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve a Leave of Absence for Bethany Leseman, with an anticipated return date of November 11,2025. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.06 Employee Resignation

A **Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the resignation of Phil Schloemer with the option of being an on-call employee when needed. The motion passed unanimously.

Aye: 5 Nay:0 Absent: 0

11.07 Part-Time Public Works Employee

A **Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve advertising for a part-time public works employee with a pay rate of \$16.00 - \$20.00, depending upon experience. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.08 School Property Split

A **Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve the property split survey as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.09 Draft Feasibility Study

No Action taken.

11.10 Close Frandsen Accounts

A **Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to close all Frandsen Bank accounts and deposit funds into Woodlands National Bank. The motion passed unanimously.

Aye: 5 Nay:0 Absent: 0

11.11 Full-Time EMT Hire

A **Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the hiring of Charles Rhoades as a Full-Time EMT with starting pay of \$20.00 per hour. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk/Treasurer Report

July Activities

- Continue to get all information into CIMS (Cemetery Software)
- Inter-Faith Bonding Teams Meetings
- Feasibility/Upcoming Projects Meeting
- Submit Ambulance Fuel Tax Refund
- Various Webinars
- POC Interviews
- Updated Debt Spreadsheet
- Continue to work on 2026 Budget
- 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.
- ❖ Prepare for National Night Out
- ❖ Continues to create posts for Facebook, Blog, Website
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

12.02 Public Works Superintendent Report – Derek Wolf

Twin Lakes

- Lift station monitoring
- Water sampling

City

- South Terrace Courts -
 - Blacktop in September
 - Posts, collars, fences Sept
 - Waiting on CADC board for money
 - Painting Spring
 - MH 91 lined – they need to fix
 - Cedar ave storm water pond meetings –
 - Waiting for approvals
 - Well #6 waiting for preliminary price from MBI
 - Record drawing review booster station and meter station – waiting on revision
 - Trailer mounted pump - complete
 - Disc golf basket and concrete collars
 - Recycling center garage
 - Wall up
 - Painting Aug 13th
 - Hope to be completed by end of month
 - Garage doors in September
 - Woodland pine water drainage debacle - ongoing
 - Water tower cleaning, went good.
 - Mowing
 - Carlton Daze cleanup
 - Snow plow simulator through Carlton County
 - Leveled alleys
 - Water and sewer trainings
 - Safety meetings
 - Pump outhouse
- Trying to confirm cleaning date for sewers

12.03 Fire Chief Report – Chief Derek Wolf

- Fire department taking over pop-cans for 4 seasons, so far so good.
- Received DNR Grant – Boots are ordered, possible more helmets or pagers
- Pump from CAFD
 - Works good and is complete ready to go
- Policy review and updating
- Updating SOG soon
 - Possible separating pager from alarming with both
- UTV committee to met
 - Working out details of trailer
- Carlton Daze went good
- Doing walk around town recruitment August 19th
- One new member
- County Fair coming up
- Pump test and service.
- National Night Out
- Steak fry upcoming

- Apparel forms and new shirts.
- Fire board meeting upcoming
- Budget review

12.04 Ambulance Manager

- Continuing to onboard new EMTS
- Held Paid on Call interviews – 3 EMTS
- Attended CCEMS Meeting
- Carlton Daze 5K, parade and open house
- National Night Out
- Attended NE Regional Trauma Committee Meeting
- Met with Ambulance Committee for quarterly updates
- Attended Wrenshall City Council Meeting
- Continue to work on staffing and scheduling to fill shifts

Call breakdown through July:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	15	2.73%
Grass Fire	6	1.09%
Hazardous Conditions (CO alarm, smell of gas, etc.)	14	2.55%
Medical	468	85.09%
MVC	19	3.45%
Other	1	0.18%
Public Assist	6	1.09%
Rescue	1	0.18%
Structure Fire	12	2.18%
Transfer	2	0.36%
Vehicle Fire	6	1.09%
Total:	550	100.00%

12.05 Building Official Report – Brian Linville

July 2025

Permits Issued:

- 25-14 301 Walnut Ave. Courthouse roof replacement
- 25-15 224 Maple Ave. Fence
- 25-15 537 Lindberg Dr. Deck replacement
- 25-16 37 Dalles Window and door replacement

Permits Closed:

- 24-27 201 Spruce Ave. Structural supports
- 25-05 108 4th St. House and garage siding replacement

Inspections and Other Activity:

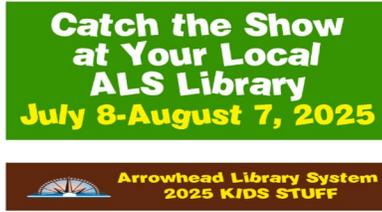
- ❖ 108 4th St. Siding inspection
- ❖ 301 Walnut Ave. Contractor and Owner consults, plan review
- ❖ 523 & 525 Sunrise Dr. Plumbing final and manometer inspections
- ❖ 537 Lindberg Dr. Deck framing inspection
- ❖ 201 Spruce Ave. Structural repair insulation and final inspections, Reroof contractor consult
- ❖ 232 Chestnut Framing, roof underlayment inspections

12.06 Library Report – Bethany Leseman

July 2025

- I did monthly reports, budget update, petty cash and timecards
- 2026 Budget prep
- Library Board meeting
- Friends of the Library meeting
- Ordered books for the rest of the year
- Weeding and deleting
- Carlton Daze prep and clean up
- Training staff on tasks for while LD is out on leave

- set up and tear down for Kids Stuff Program: Dinosaurs with the Science Museum of MN
 - 17 children and 16 adults attended/received approval of ALS Mini Grant



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:

- 81 Adult patrons in
- 23 children/teen patrons in
- 22 computer users
- we had 17 library calls and 3 Chamber calls
- 2 patrons used the activity room
- we had 3 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 Fire Board Meeting: Wednesday, August 20, 2025 @ 5:30pm

Twin Lakes Township Town Hall, 1692 Douglas Rd, Carlton MN 55718

14.02 City Council Meeting: Wednesday, September 10, 2025 @ 6:00pm

15.00 Adjournment

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to adjourn the meeting, the time being 6:35pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

**Carol Conway
Clerk-Treasurer**