

Carlton City Council
Meeting Minutes
Wednesday, September 10, 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, Denise Coleman Lyng, Heather MacDonald

Council Absent: Councilor: Brent Bodie

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 Coleman Lyng and second 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, August 13, 2025, Special Meeting, September 2, 2025.

4.02 Approval of Bills: Exhibit A dated September 10, 2025, in the amount of \$97,887.33. (\$60,172.57 electronic and \$37,714.76 by check).

4.03 Approval of Bills: Exhibit B dated September 10, 2025, presented at the meeting in the amount of \$50,03.68 (\$37,918.76 electronic and \$12,174.92 by check).

4.04 Approval of Check Numbers: 37530-37591 (Void 37561) (Void echecks: 20250801e-2 0250910e, Payroll: 507597e, 507626e, 507641e, 507655e))

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

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations and Guests

5.01 Glen Swanson

Glen was present to talk about an upcoming event at Oldenburg House. Local Hands Harvest Festival is taking place on September 21, 2025, from 2:00pm – 5:00pm. He invited all Council and Staff to attend.

6.00 Planning Commission Meeting/Public Hearing

7.00 Petitions, Communications and Correspondence

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2025-27: 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

9.00 Project Updates

9.01 South Terrace Courts

Additional dirt was added. Asphalt was removed from around the existing fence poles. Installation of blacktop and fence will take place before winter.

9.01.01 CADC to repay City: This will be reviewed when the project is complete.

9.02 Stormwater Pond Project

Project designing will start once the final survey is complete.

10.00 Unfinished Business

10.01 Draft Special Assessment Policy

No action taken.

10.02 Budget

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to submit the preliminary budget with 6.91% levy increase collectible in 2026. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Budget meeting is scheduled for Wednesday, October 8, 2025 @ 5:00pm.

11.00 New Business

11.01 Garage Door Quote

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve Petersen's Door Service quote for two (2) garage doors. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.02 2025 Audit Proposal

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the proposal submitted by SchlennerWenner for the 2025 Audit. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.03 Rescind motion on August 13, 2025, for hiring of Charles Rhoades.

A Motion was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to withdraw the job offer made to Charles Rhoades. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk/Treasurer Report

August Activities

- Inter-Faith Bonding Teams Meetings
- Records room search for old Resolutions
- Closed Frandsen Account
- Fire Board Meeting
- Fire/Ambulance Survey
- Continue to work on 2026 Budget
- EMT Interviews
- Meeting with City Engineer/Future Projects
- Personnel Committee Meeting

- 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.
- ❖ Vendor ACH PreNotes
- ❖ Set up Banyon for Electronic Vendor Payments
- ❖ Continues to create posts for Facebook, Blog, Website

12.02 Public Works Superintendent Report – Derek Wolf

Twin Lakes

- Lift station monitoring
- Water sampling

City

Twin Lakes

- Lift station monitoring
- Water sampling
- FDL extending water and sewer to lot

City

- South Terrace Courts -
 - Colars for posts installed.
 - Blacktop in Sept
 - Rowdy to fence.
 - Painting spring
 - Cleaning up edging of fence
- MH 91 lined – they need to fix
- Cedar ave storm water pond meetings –
 - Land agreement signed waiting for legal docs.
- Record drawing review booster station and meter station – waiting on revision
- Recycling center building
 - Structure complete
 - Panting
 - Dirt work
 - waiting for garage doors
- SCDA issues WTP
- Jay Cooke Park, assist with water repair
- Generators out of township building
- Snowplow simulator training
- Water training
- Water tower cleaning report review
- DOT Trucks

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
- Policy review and updating
- Updating SOG soon
 - Possible separating pager from alarming with both
 - Looking at ambulance staffing options
- UTV committee to met
 - Working out details of trailer
- Doing walk around town recruitment August 19th
- Recruitment open house Sept 23rd
- Pump test and service – completed
- Compressor service
- Steak fry upcoming

- Fire board meeting
 - Budget review
 - Looking at JPA with Wrenshall
- Jay Cooke Park training

12.04 Ambulance Manager

- Continuing to onboard new EMTs
- Continue to work on staffing and scheduling to fill shifts
- Provided ambulance coverage at the county fair for the horse races and demolition derby
- Webinars for training programs
- Grant submission for new EMS equipment

Call breakdown through August:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	18	2.92%
Grass Fire	6	0.97%
Hazardous Conditions (CO alarm, smell of gas, etc.)	15	2.43%
Medical	529	85.74%
MVC	20	3.24%
Other	1	0.16%
Public Assist	6	0.97%
Rescue	1	0.16%
Structure Fire	12	1.94%
Transfer	3	0.49%
Vehicle Fire	6	0.97%
Total: 617		Total: 100.00%

12.05 Building Official Report – Brian Linville

12.06 Library Report

August 2025

- **PROGRAMS:**
- Program (Will Sings Songs) on August 9, 2025 with 0 attendance.
- Upcoming program (Colorful Coiled Basket) on September 30, 2025. Class will be limited to 10 because of space.
- Summer reading Program wrapped up on August 3, 2025 with 2 adults and 5 kids participating, to date.
- **TALLY FOR AUGUST:**
- Adults: **108** Kids: **22**
- Computer: **27** Activity room: **0**
- Library Calls: **13** Chamber Calls: **3**
- **TAKE IT, MAKE IT PLANS**
- Making “take it, make it” projects for October (Jack – O – Lantern), November (Turkey) and December (reindeer) with ideas for January through June of 2026.
- **BOOK DONATION**
- 100 Books have been donated from the Brownstone Book Fund. The books arrived September 3, 2025 and we are awaiting stickers from Mrs. Brownstone for the books then they will be added to our library.

12.07 Council Member Report

12.08 Mayor Report

13.00 Recap Action Items

14.00 UPCOMING MEETINGS AND EVENTS

14.01 City Council Meeting: Wednesday, October 8, 2025 @ 6:00pm

15.00 Adjournment

A **Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to adjourn the meeting, the time being 6:27pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

**Carol Conway
Clerk-Treasurer**