

Carlton City Council
Meeting Minutes
Wednesday, October 8, 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, Brent Bodie

Council Absent:

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

Others Present: David SohaFroth

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Coleman Lyng and second by Councilor Sobczak to approve the agenda as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent:

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, September 10, 2025, Special Meeting, September 10, 2025.

4.02 Approval of Bills: Exhibit A dated October 8, 2025, in the amount of \$239,630.84 (\$59,971.99 electronic and \$179,658.85 by check).

4.03 Approval of Bills: Exhibit B dated October 8, 2025, presented at the meeting in the amount of \$84,447.81 (\$20,385.02 electronic and \$64,062.79 by check).

4.04 Approval of Check Numbers: 37592 - 37646

4.05 Review and Approval of Petty Cash

4.06 Charitable Gambling Report

4.07 Cardmember Services Credit Card Statement

4.08 Status of City Funds

4.09 Resignation of Autumn Clennon

A Motion was made by Councilor Bodie 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

6.00 Planning Commission Meeting/Public Hearing

7.00 Petitions, Communications and Correspondence

7.01 Air Fiber

Air Fiber is terminating its contract effective December 31, 2025.

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2025-27: A Resolution Accepting a Grant to Carlton Fire and Ambulance

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to accept the grant from Compeer Financial in the amount of \$2,611.00. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 Project Updates

9.01 South Terrace Courts

Asphalt is done and fencing will be completed within the next month.

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

11.00 New Business

11.01 Vacation Approval for Derek Wolf (10/21/2025 – 11/4/2025)

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the vacation request. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.02 Part-Time Maintenance Employee

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the hiring of Jayme Carlson with a starting wage of \$18.00 to \$18.50 per hour. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.03 Comp Time Payout

A Motion was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to pay out excess comp time hours for Santana Haggy (73.75 hours) and Alyson Rask (81.50 hours). The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.04 Liability Waiver Coverage Form

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to Not Wave Monetary Limits on municipal tort liability. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.05 Online Training Quotes

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the proposal submitted by Lexipol for an EMS online training platform. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.06 Munger Trail Spur Extension Project

This project will make a trail connection from Black Bear Casino to the Munger Trail.

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk/Treasurer Report

September Activities

- Hwy 45 & Hwy 210 Teams Meeting
- Attend InterFaith Bonding Meetings
- Start P&C and Work Comp Insurance Renewals
- Review Part-Time Maintenance Applications/Update Interview Questions/Interviews
- Continue to work on 2026 Budget
- Started OEMS (Ambulance) Cost Collection Survey
- Sent out Assessment Certification Letters for unpaid utilities

- 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.
- ❖ Read Meters
- ❖ Updated YUMA Tablet
- ❖ Continues to create posts for Facebook, Blog, Website

12.02 Public Works Superintendent Report – Derek Wolf

Twin Lakes

- Lift station monitoring
- Water sampling
- FDL extending water and sewer to lot
- Lift station cleaning
- Sewer line television
- Smoke Testing
- Rate study

City

- South Terrace Courts -
 - Collars for posts installed.
 - Blacktop in Sept - completed
 - Rowdy to fence.
 - Painting spring
- MH 91 lined – they need to fix
- Cedar Ave storm water pond meetings –
 - Land agreement was signed waiting for legal docs.
- Record drawing review booster station and meter station – waiting on revision
- Recycling center building - complete
- SCDA issues WTP -
- Water training – Fayal Township
- Blue 05 dump truck repairs
- Lift station cleaning
- Sanitary sewer cleaning
- Storm sewer cleaning – was really dirty
- Cemetery prep for winter
- Hire part -timer
- Blacktop at Firehall
 - Need to install 911 Signs
- Need to hire 1 at recycling center
- Met school superintendent
- Locates

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 meet
 - Working out details of trailer
- Recruitment open house Sept 23rd
 - Went well got 2-3 new members
- New jackets and apparel

- Firehall cleaning up
- Travis painted lines, generator electrical conduit and fixing small things around hall
- 911 presentations to elementary school kids
- Vacant captain spot
- Hose testing
- MNFIRE walk through town
- Several structure fire calls

12.04 Ambulance Manager

- Continuing to onboard new EMTs
- Continue to work on staffing and scheduling to fill shifts
- Hosted NERTAC meeting
- Fire Department Recruitment night
- MN Office of EMS Webinar for new medication variances/education reimbursement

Call breakdown through September:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	23	3.32%
Grass Fire	6	0.87%
Hazardous Conditions (CO alarm, smell of gas, etc.)	16	2.31%
Medical	597	86.15%
MVC	21	3.03%
Other	1	0.14%
Public Assist	6	0.87%
Rescue	1	0.14%
Structure Fire	13	1.88%
Transfer	3	0.43%
Vehicle Fire	6	0.87%
Total: 693		Total: 100.00%

12.05 Building Official Report – Brian Linville (BO800988)

August 2025

Permits Issued:

- 25-18 225 Gillespie Dr. Deck replacement
- 25-19 429 Railroad St. Demo existing home, new foundation & modular home

Permits Closed:

- 25-15 537 Lindberg Dr. Deck replacement
- 24-14 69 Dalles – Certificate of Occupancy issued
- 25-05 108 4th St. House and garage siding replacement

Inspections and Other Activity:

- ❖ 332 Chestnut roof underlayment inspection
- ❖ 429 Railroad St. Plan review, contractor/owner consults slab and plumbing inspections
- ❖ 523 & 525 Sunrise Dr. Final inspections
- ❖ 537 Lindberg Dr. Deck final inspection
- ❖ 301 Walnut Ave. Roof replacement inspections

September 2025

Permits Issued:

- 22-20 Renew 548 Lindberg Dr Fence permit
- 25-20 520 & 522 Sunrise Dr. New two-family home
- 25-21 524 & 526 Sunrise Dr. New two-family home
- 25-22 16 Falls Ave Door and window replacement
- 25-23 700 1st St. Garage roof replacement

Permits Closed:

- None

Inspections and Other Activity:

- ❖ 429 Railroad St. Plan Contractor/owner consults

- ❖ 811 3rd St. Firestopping inspections
- ❖ 317 North Ave. Owner consults
- ❖ 520 & 522 Sunrise Dr. Footing, foundation, underground plumbing and radon inspections
- ❖ 301 Walnut Ave. Roof replacement inspections

12.06 Library Report

September 2025

PROGRAMS:

Program (Colorful Coiled Basket) on September 30, 2025. Class will be limited to 10 because of space. It had 8 participants. Summer reading Program update: 4 adults and 6 kids participating, to date.

TALLY FOR SEPTEMBER:

Adults: 75	Kids: 72
Computer: 7	Activity room: 12
Library Calls: 7	Chamber Calls: 2

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: We are working on 100 Brownstone Book Fund Books to get them out. When they are all out, a press release to the local paper, Library FB page, City Website, and regular FB page will be done.

12.07 Council Member Report

12.08 Mayor Report

13.00 Recap Action Items

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Halloween Trick or Treat Event, Saturday, October 25, 2025 (1pm – 3pm)

14.02 City Council Meeting: Wednesday, November 12, 2025 @ 6:00pm

15.00 Adjournment

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Bodie to adjourn the meeting, the time being 6:34pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

**Carol Conway
Clerk-Treasurer**