

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, November 12, 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:

**Others Present:** Karen Williams, Pam Litsey, Tim Litsey

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

**A Motion** was made by Councilor Coleman Lyng and second by Councilor Sobczak to approve the agenda with the following additions: 11.14 ATV Trailer Quote; 11.15 Hydrant Quote. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent:**

**4.00 Consent Agenda:**

**4.01 Approval of the Minutes:** Special Meeting, October 6, 2025; Regular Meeting, October 8, 2025; Budget Work Session, October 8, 2025; Special Meeting, October 20, 2025.

**4.02 Approval of Bills:** Exhibit A dated November 12, 2025, in the amount of \$105,146.64 (\$55,683.09 electronic and \$49,463.55 by check).

**4.03 Approval of Bills:** Exhibit B dated November 12, 2025, presented at the meeting in the amount of \$35,848.45 (\$24,172.61 electronic and \$11,675.84 by check).

**4.04 Approval of Check Numbers:** 37647 – 37713; Void 37684; Electronic Checks: 20251001e – 20251036e

**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 Alexis McFadden, Savanna Hagen, Shylee Williams, Doug Rotta (EMT's)**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng 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 Charitable Gambling Request – ISD 93 Giving Tree**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve a \$500.00 donation to ISD 93 for the Giving Tree. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**7.02 Charitable Gambling Request – VFW Auxiliary Holiday Baskets**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to approve a \$2,000.00 donation to the Carlton VFW for Veterans assistance. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**7.03 Charitable Gambling Request – ISD 93 Doomsday Dogs Robotics**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve a \$800.00 donation to the Bulldog Spirit Club for support of the Doomsday Dogs Robotics Team. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**7.04 Carlton County 2050 Comprehensive Plan Survey**

Council members were provided with the link to the survey and encouraged to complete the survey.

**8.00 Ordinances, Resolutions and Policies**

**8.01 Resolution 2025-28: A Resolution Certifying Unpaid Charges**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to pass the resolution to certify unpaid charges to the County Auditor. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**8.02 Personnel Policy Update – Minnesota Paid Family and Medical Leave (MPFL)**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the MPFL policy as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**9.00 Project Updates**

**9.01 South Terrace Courts**

Fencing is complete, painting will be done in the Spring once temperatures do not drop below 50 degrees at night.

**9.02 Stormwater Pond Project**

Survey is complete, Carlton County and Merle Loy need to sign agreement finalizing the land swap.

**10.00 Unfinished Business**

**10.01 Draft Special Assessment Policy**

No action taken.

**10.02 Budget**

Insurance premiums for property and casualty and workers compensation should be decreasing. The budget will be updated when insurance renewals are received.

The clerk asked for clarification on the extra week of vacation given to the public works superintendent and the clerk/treasurer in 2025 in lieu of pay increase. Was the intent to be one time or every year going forward?

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak clarifying the extra week vacation was to be provided annually. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.00 New Business**

**11.01 Request for Liquor License Renewal**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve the liquor license renewal requests for Left Lane Performance (Third Base Bar); Streetcar, LLC, VFW 2962. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.02 2025 Third Quarter Ambulance Write-Offs**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Third Quarter Write-Offs in the amount of \$107,526.67. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.03 Engine Assisted Braking**

With the cost of each sign being \$1,721.00 the council made the decision not to move forward with installation of the signs.

**11.04 Carlton Daze Extra Patrol Invoice**

City Council directed the clerk to start conversation with the Carlton County Sheriffs office about splitting the cost of the patrol on Carlton Daze Weekend.

**11.05 Move \$5,500 from 610-42153-420 (Depreciation to 610-42153-433 (Dues and Subscriptions)**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the budget change from line item 610-42153-420 to line item 610-42153-433. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.06 Thein Well Estimate**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the estimate provided by Thein Well company to inspect and rehabilitate Wells 4 and 5. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.07 Vermillion, Myra & Hidden View Quotes**

The city will not be moving forward with the road projects.

**11.08 Water Treatment Plant/Well 6 Piping Estimate/Contract**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the estimate to design piping infrastructure at the water treatment plant and SCADA updates for the integration of future Well 6. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.09 New Hire Disqualifications**

Council directed the clerk to update the disqualifications list and send it to Carlton County Sheriff's office.

**11.10 LG220 – Carlton Fire Relief**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the LG220 Gambling Permit submitted by Carlton Fire Relief. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.12 Paid Lunch for EMT's**

Council did not approve.

**11.13 Remove Mitchell Sajdak from EMT Roster**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to remove Mitchell Sajdak from the roster. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.14 ATV Trailer Quote**

**A Motion** was made by Councilor MacDonald and seconded by councilor Sobczak to approve the quote submitted by SLE Equipment for an ATV Trailer. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**11.15 Hydrant Quote**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the fire hydrant quote. The motion passed unanimously.

**Aye: 5**

**Nay: 0**

**Absent: 0**

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

### **12.01 Clerk/Treasurer Report**

#### October Activities

- CJIS Training
- Full Time EMT and Paid on Call Interviews
- Recycle Shed Interview
- Continue to work on 2026 Budget
- Cemetery (locates, questions)
- SWCD Invasive Weeds Meeting
- 2024 Amb Aid Reporting
- Liquor License Renewals
- 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
- ❖ Dealt with Scan to Email Issues
- ❖ Continues to create posts for Facebook, Blog, Website

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

#### **Twin Lakes**

- Lift station monitoring
- Water sampling
- Rate study – increase for water

#### **City**

- South Terrace Courts
  - Rowdy to fence. - completed
  - Painting spring
- MH 91 lined – they need to fix - completed
- 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
- SCDA issues WTP -
- Blue 05 dump truck repairs – still in shop....
- Hire part -timer – working well
- Blacktop at Firehall
  - Need to install 911 Signs
- Need to hire 1 at recycling center
- Locates
- Prepping for winter
- Well 6 discussion with Susan
- Met with county on Vermillion

### **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
- Auto ex training
- Started planning for Bingo
- Lots of calls
  - Several fires
  - Vehicle accidents
- Several new members
  - Working on getting them onboarded

## 12.04 Ambulance Manager

- Continuing to onboard new EMTs
- Full-Time and Paid-on-Call Interviews
- Continue to work on staffing and scheduling to fill shifts
- Hosted CPR class for area school nurses
- 911 school presentations in Wrenshall, Carlton and Esko
- Carlton Trick-or-Treat Event
- NE Region Ambulance Manager Meeting in Virginia
- Ambulance Committee meeting

Call breakdown through October:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	27	3.52%
Grass Fire	8	1.04%
Hazardous Conditions (CO alarm, smell of gas, etc.)	18	2.35%
Medical	650	84.75%
MVC	29	3.78%
Other	2	0.26%
Public Assist	6	0.78%
Rescue	1	0.13%
Structure Fire	17	2.22%
Transfer	3	0.39%
Vehicle Fire	6	0.78%
Total: 767		Total: 100.00%

## 12.05 Building Official Report – Brian Linville (BO800988)

## 12.06 Library Report

### PROGRAMS:

- Program (They Brought Their Songs: Caleigh) on October 22, 2025, with 3 attendees.
  - Program (Colorful Coiled Basket) on September 30, 2025. We had 8 out of 10 people show up (2 called that they were sick).
- Summer reading Program wrapped up on August 3, 2025, with 4 adults and 6 kids participating, to date.

### TALLY FOR OCTOBER:

Adults: 71                      Kids: 42  
 Computer: 10                  Activity room: 12  
 Library Calls: 9              Chamber Calls: 1

### TAKE IT, MAKE IT PLANS

Making “take it, make it” projects for October (Jack – O – Lantern) did quite well for a first project. I made 25 kits and all but 5 were taken.

### BOOK DONATION

100 Books have been donated from the Brownstone Book Fund. The Press Release went out on October 27<sup>th</sup>. All books are out for patrons to read and check out.

**12.07 Council Member Report**

**12.08 Mayor Report**

**13.00 Recap Action Items**

**14.00 UPCOMING MEETINGS AND EVENTS**

**14.01 Hwy 45/210 Corridor Study Meeting: Monday, December 1, 2025 @11am – Fire Hall**

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

**14.03 Truth in Taxation Meeting: Wednesday, December 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 7:21pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**Respectfully Submitted,**

*Carol Conway*

**Carol Conway  
Clerk-Treasurer**