

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, December 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, Brent Bodie  
Denise Coleman Lyng, Heather MacDonald

**Council Absent:**

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

**Others Present:**

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

**A Motion** was made by Councilor Coleman Lyng and second by Councilor Bodie to approve the agenda with the following additions: **11.11 Library Director Resignation, 11.12 Holiday Per Diem for Paid on Call, 11.13 Certificate of Deposit Renewal, 11.14 Review Fee Schedule, 11.15 Vacation Carryover.** The motion passed unanimously.

**Aye: 5      Nay: 0      Absent:**

**4.00 Consent Agenda:**

**4.01 Approval of the Minutes:** Regular Meeting, November 12, 2025; Special Meeting, December 3, 2025.

**4.02 Approval of Bills:** Exhibit A dated December 10, 2025, in the amount of \$117,859.86 (\$82,249.59 electronic and \$35,610.27 by check).

**4.03 Approval of Bills:** Exhibit B dated December 10, 2025, presented at the meeting in the amount of \$62,480.16 (\$25,044.56 electronic and \$37,435.60 by check).

**4.04 Approval of Check Numbers:** 37714-37764; Electronic Checks: 20251101e – 20251205e

**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 Sam Metlock, Fire Fighter; Cade McCusker, EMT; Brian Linville, Building**

**Official**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the Consent Agenda as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**5.00 Presentations and Guests**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to suspend the Regular Council meeting and open the Truth in Taxation 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 Truth in Taxation Hearing**

Clerk Conway read the Expenditures and Revenues budgeted for 2026. There were no questions on the 2025 Tax Levy Collectible in 2026.

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to close the Truth in Taxation Hearing and resume the Regular Council Meeting, the time being 6:06pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **7.00 Petitions, Communications and Correspondence**

### **7.01 Thank you from VFW Auxiliary**

A thank you letter was received from the VFW Auxiliary for the charitable gambling donation.

## **8.00 Ordinances, Resolutions and Policies**

### **8.01 Resolution 2025-29: A Non-Binding Resolution Between the City of Carlton, the County of Carlton and the Carlton School District.**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to pass Resolution 2025-29. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **8.02 Resolution 2025-30: A Resolution Accepting a Grant to the City**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to accept a grant made to the Carlton Area Library. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **8.03 Resolution 2025-31: A Resolution Approving the 2025 Tax Levy, Collectible in 2026**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2025-31. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **9.00 Project Updates**

### **9.01 South Terrace Courts**

### **9.02 Stormwater Pond Project**

Waiting for final signatures.

## **10.00 Unfinished Business**

### **10.01 Draft Special Assessment Policy**

## **11.00 New Business**

### **11.01 Baseball Fields at Four Seasons**

Move to unfinished business.

### **11.02 Removal of Lindsey Perron and Nate Burski from the EMT Roster**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to remove Lindsey Perron and Nate Burski from the EMT Roster as they have not worked or attended any trainings for six (6) months. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **11.03 Approval of Recycle Shed Employee**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the hiring of Howard Hovis. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.04 Sheriff's Contract**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve a three (3) agreement with the Carlton County Sheriff's Office for patrol in the City. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.05 Four Season's Sewer**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to amend the December 5, 2024 Meeting Minutes to update the Fee Waiver Policy to exclude city facilities. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.06 Comp Time Payout for Santanna Haggy**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to pay out 97.5 hours of accrued comp time. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.07 Attendance and Training Policy**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to update the Attendance and Training Policy as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.08 Non-Transport Policy**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to establish non-transport billing procedures with ECP Billing. Bill the patient if vitals are taken, do not bill if only minor care, such as placing a band aid, is the only service provided. Increase the no-load rate to \$315.00. Allow ECP to negotiate up to a 30% discount. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.09 Hardship Waiver**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to have ECP process any Hardship Waiver Requests. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.10 Approval of Lot Line Adjustment (Sunrise Drive Townhome Project)**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve the Lot Line adjustment requested by Blue Crab Properties. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.11 Library Director Resignation**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to accept the resignation of Bethany Leseman. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.12 Holiday Per Diem for Paid on Call EMT's**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to pay double time to Paid on Call EMT's for the following holidays: Christmas Eve, Christmas Day, New Years Eve (night shift), New Years Day, Thanksgiving, Memorial Day, Labor Day, Fourth of July. The motion passed unanimously, with B. Bodie abstaining.

**Aye: 5      Nay: 0      Absent: 0      Abstain: 1**

#### **11.13 Certificate of Deposit Renewal**

**A Motion** was made by Councilor Coleman Lyng and seconded by councilor Sobczak to cash in the 9-month CD at renewal and deposit the funds into the 4M account. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **11.14 Review Fee Schedule**

No changes

### **11.15 Vacation Carryover**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to allow the carryover of excess vacation hours for Carol Conway, Jodie Johnson and Travis Polo. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

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

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

#### November Activities

- Sent out MN Paid Leave Information
- Personnel Committee Meeting
- Various Webinars
- Continue to work on 2026 Budget
- Cemetery Plot Sales
- Updated Employee Wage Spreadsheet
- Meetings with Carlton County EDA and Cloquet Area Fire District, School District, HWY 210 & 45 Project Study
- 2026 Fee Schedule
- 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
- ❖ Vendor ACH Issues
- ❖ Continues to create posts for Facebook, Blog, Website

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

#### **Twin Lakes**

- Lift station monitoring
- Water sampling
- Locates

#### **City**

- South Terrace Courts -
  - Painting spring
- Cedar Ave storm water pond meetings –
  - Land agreement was signed waiting for legal docs.
  - Trent to design in December
- Record drawing review booster station and meter station – waiting on revision
- SCDA issues WTP -
- Blue 05 dump truck repairs – back from shop, so far so good.
- Blacktop at Firehall
  - Need to install 911 Signs - complete
- Need to hire 1 at recycling center - complete
- Plowing snow
- Installed signs
  - Recycling center
  - Deaf child
  - Alex Laveau bike trail
- HWY 210/45 Corridor Study Meeting
- GIS updates for new water services
- No man lands
- Met with Trent on sunrise drive tree clearing
- Four season heater replacement
- Lawn mower service

### 12.03 Fire Chief Report – Chief Derek Wolf

- Mahtowa Fire Chief Jim Fundine passed away. He will be missed.
- Received DNR Grant – Boots are ordered, ordered wildland helmets and gloves.
- UTV committee to meet
  - Working out details of trailer
    - Deposit sent in
    - Waiting to approve CAD
- Started planning for Bingo
- Several new members
  - Working on getting them onboarded
- Training
  - Basement simulator
  - Ice water rescue
- CAFD ALS intercept meeting
- Vehicle maintenance items

### 12.04 Ambulance Manager

- Continuing to onboard new EMT's
- New hire orientation classes with new paid-on-call EMT's
- First aid class with local girl scout troop
- Continue to work on staffing and scheduling to fill shifts
- NERTAC committee meeting
- Met with Lake Superior College EMT students for recruitment
- Met with CAFD about ALS requests

Call breakdown through November:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	28	3.30%
Grass Fire	12	1.42%
Hazardous Conditions (CO alarm, smell of gas, etc.)	21	2.48%
Medical	715	84.32%
MVC	33	3.89%
Other	2	0.24%
Public Assist	6	0.71%
Rescue	3	0.35%
Structure Fire	19	2.24%
Transfer	3	0.35%
Vehicle Fire	6	0.71%
Total: 848		Total: 100.00%

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

October 2025

#### Permits Issued:

- 25-24 322 South Ave. Roof replacement
- 25-25 505 Lindberg Dr. Roof replacement
- 25-26 328 Walnut Ave. Roof replacement

#### Permits Closed:

- 24-26 201 Spruce Ave. Roof replacement
- 25-10 810 3<sup>rd</sup> St. Ceiling replacement Phase 2

#### Inspections and Other Activity:

- 401 2<sup>nd</sup> St. Owner notified roof work requires permit
- 700 1<sup>st</sup> St. Underlayment inspection
- 500 Lindberg Dr. Roof inspection
- 429 Railroad St. Contractor/owner consults, final inspections
- 810 3<sup>rd</sup> St. Final inspection

520 & 522 Sunrise Dr. Slab, insulation/v.b., tubing inspections

301 Walnut Ave. Roof replacement inspections

November 2025

**Permits Issued:**

None

**Permits Closed:**

None

**Inspections and Other Activity:**

Owner consult 322 South Ave.

201 Chestnut Ave. Flooring work determined not to require building permit

**12.06 Library Report**

December 10, 2025

**PROGRAMS:**

Program (Timber Tales with Susan Hawkins) had 2 attendees including Cathie Anderson. Book was won by Ronald Anderson.

**TALLY FOR OCTOBER:**

Adults: **76**

Kids: 48

Computer: **13**

Activity room: **2**

Library Calls: **6**

Chamber Calls: **0**

**TAKE IT, MAKE IT PLANS**

Making "take it, make it" projects for November (made 25 Thanksgiving Turkeys and only 3 were left).

**BOOK DONATION**

The Brownstone Book Fund press release is in the November 28<sup>th</sup> Pine Knot and will be in the January/February Carlton Community News.

**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, January 14, 2026 @ 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 7:21pm. The motion passed unanimously.

**Aye: 5**

**Nay: 0**

**Absent: 0**

**Respectfully Submitted,**

*Carol Conway*

**Carol Conway**

**Clerk-Treasurer**