

**Carlton City Council
Meeting Minutes
Wednesday, June 11, 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

Council Absent: Heather MacDonald

Staff Present: Carol Conway, Clerk/Treasurer; Derek Wolf, Public Works Superintendent

Others Present:

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the agenda with the following additions: 11.09 EMT Resignation, 11.10 Short Term Camping Rental Application, 11.11 Wildland Fire PPE. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, May 14, 2025.

4.02 Approval of Bills: Exhibit A dated June 11, 2025, in the amount of \$649,984.84. (\$545,108.87 electronic and \$104,875.971 by check).

4.03 Approval of Bills: Exhibit B dated June 11, 2025, presented at the meeting in the amount of \$51,008.22 (\$20,524.78 electronic and \$30,483.44 by check).

4.04 Approval of Check Numbers: 37353 – 37410

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 Bodie and seconded by Councilor Coleman Lyng to approve the Consent Agenda as presented. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations and Guests

6.00 Planning Commission Meeting/Public Hearing

7.00 Petitions, Communications and Correspondence

7.01 Minnesota State Demographic Center

- April 1, 2024 population estimate is 959
- April 1, 2024 household estimate is 431

**7.02 Integrated Emergency Management Course
Informational Only**

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2025-09: A Resolution Reaffirming the Adoption of Findings of Fact and Reasons for Approval of the Variance Application of Coday and Alyssa Anderson for the Construction of a Building Larger than 1,000 Sq. Ft.

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the variance request and allow an accessory structure larger than 1,000 sq. ft. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 8.01 Resolution 2025-20: 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

8.03 Update of Exhibit B Use of Earned Sick and Safe Time in the Personnel Policy

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the updated Exhibit B: Use of Earned Sick and Safe Time. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 Project Updates

9.01 South Terrace Courts

Woodland National Bank secured a 3 to 1 matching grant for a total donation of \$32,000, Irving Community Club is considering a sizeable donation, possibly \$10,000+, Carlton Area Development Corporation has received 501(c)3 nonprofit status.

9.02 Stormwater Pond Project

No updates.

10.00 Unfinished Business

10.01 Assessment Policy (lot/footage?)

No updates.

10.02 Prosecuting Attorney

No updates.

10.03 Ordinance 218: An Ordinance Amending Chapter 9, Section 3, Application of District Regulations (Cannabis)

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve Ordinance 218 as presented and approve the printing of a Summary Ordinance. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.00 New Business

11.01 Error in numbering on Agenda

11.02 Error in numbering on Agenda

11.03 Unpaid Ambulance Claims Write-Off

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to write off \$60,615.52 in uncollectible ambulance charges. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.04 Parkview Lane – Required Driveway Agreement

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to require a driveway agreement be entered into before issuing building permits for property on any private roads. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.05 Memorandum of Understanding (MOU)

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the Memorandum of Understanding with the Carlton School District. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.06 ALTA Survey Proposal

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve the proposal by ALTA with Task 4 being performed only if the Carlton School District approves the MOU. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.07 2007 Polaris Ranger

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to rescind the motion made on May 14, 2025, to sell the 2007 Polaris Ranger and to keep for Public Works use. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.08 ACH Agreement with Twin Lakes Township

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve the ACH Agreement with Twin Lakes Township. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.09 EMT Resignation

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the resignation of Alyssa Clark. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.10 Renewal Short Term Camping Rental Permit Application

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Short-Term Camping Rental Permit submitted by Rustic Retreat. The motion passed with 1 member abstaining.

Aye: 4 Nay: 0 Absent: 1 Abstain: 1

11.11 Wildland Fire Personal Protective Equipment (PPE)

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the purchase of Wildland Fire PPE. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

May Activities

- Continue to get all information into CIMS (Cemetery Software)
- Created EFT/Wire Funds Policy
- Completed TIF Reports for the State
- Created Memorandum of Understanding with School
- SLRF Webinar
- CDL Compliance Checks
- ACH Agreement with Twin Lakes Township
- Sent out Ambulance Collection Letters
- 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.
- ❖ Continues to update reports in Caselle
- ❖ Created instructions for MiViewpoint
- ❖ Continues to create posts for Facebook, Blog, Website

12.02 Public Works Superintendent Report – Derek Wolf

Twin Lakes

- Lift station monitoring
- Water sampling

City

- South Terrace Courts - Expansion completed, waiting till spring.
 - Waiting on CADC board for money
 - Ordered posts and nets
 - Checking on availability of painting
- MH 91 lined – they need to fix
- Cedar ave storm water pond meetings –
 - Met with attorney he is going to draft up land swap and agreement
 - On-going
- Met with susan on well 6 construction documents
 - Should have documentation by 17th meeting
- Record drawing review booster station and meter station – waiting on revision
- Trailer mounted pump repair
- Disc golf basket and concrete collars
- More wood chips DNR park
- School meeting about bus garage
- Thomson reservoir meeting upcoming
- Recycling center garage, working with contractor
- Air release repair at WTP
- Crews mowing
- Digging graves at Cemetery
- CCR Report
- Woodland pine water drainage debacle
- County Crack Sealing school Ave, 4th Street, Birch Ave, West Webbeking
- Water tower cathodic protection inspection – looks good!

12.03 Fire Chief Report – Chief Derek Wolf

- Fire department taking over pop-cans for 4 seasons, so far so good.
- Received DNR Grant – working out contact details.
- Met with Chemstar, setting up table top exercise for June
- Looked at large pump and generator from CAFD –
 - Ordering tool box for fittings
 - Functions as it should
- Policy review and updating
- Updating SOG soon
- UTV committee to meet again
 - Purchase
 - Working out accessories
 - Need to come up with a plan for the trailer
- FF on duty – Suggestion to a lot 4 points every 12 hours of FF on duty. Discussion was had and this was agreed on, will need bylaw changes for this.
 - Plan to utilize eSchedule to track those that do FF on duty so other members are aware when there is coverage. May need to switch to either the “Prime Shifts” or “AM/PM” view in order to see this.
 - New “training” form my need to be made in elite to track points.
- MS 150

12.04 Ambulance Manager

- Continuing to onboard new EMTS
- Completed our Ambulance Inspection

- Meeting with Inter-Faith Director of Nursing
- Hosted Memorial Blood Center blood drive
- Attended the Under One Roof Conference
- Attended the May NERTAC Meeting
- Met with St. Lukes ER staff for ongoing support
- Hosted CPR Class for Carlton Community Education staff

Call breakdown through May:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	12	3.15%
Grass Fire	4	1.05%
Hazardous Conditions (CO alarm, smell of gas, etc.)	10	2.62%
Medical	322	84.51%
MVC	11	2.89%
Other	1	0.26%
Public Assist	4	1.05%
Structure Fire	10	2.62%
Transfer	2	0.52%
Vehicle Fire	5	1.31%
Total: 381		Total: 100.00%

12.05 Building Official Report – Brian Linville

May 2025

Permits Issued:

- 25-08 21 Dalles Ave. Roof Replacement – Front of House
- 25-09 429 Railroad Ave. Single-family Dwelling Demolition
- 25-10 810 3rd St. Fire-rated Wall Construction, Firestopping, Acoustical Ceiling Replacement (Phase 2)
- 25-11 700 1st St. W Window Replacement
- 25-12 108 Wilhelmina Dr. Pole Building
- 25-13 2 Cty Rd 1 Metal Building

Permits Closed:

- 24-02 810 3rd St. Acoustical Ceiling Replacement (Phase 1)
- 24-37 519 & 521 Sunrise Dr.
- 25-06 519 E Webbeking Dr. Drain Tile and Sump
- 25-08 21 Dalles Ave. Roof Replacement

Inspections and Other Activity:

- 21 Dalles Ave. Inspection
- 519 & 521 Sunrise Dr. Issue Certificate of Occupancy
- 218 Chestnut Ave. Final inspections
- 232 Chestnut Ave. Soils and FDN inspections
- 69 Dalles Ave. Final inspection and blower door tests
- 810 3rd St. Contractor consults, framing/firestopping inspections
- 108 Wilhelmina Dr. Contractor consult

12.06 Library Report – Bethany Leseman

May 2025

- I did monthly reports, budget update, petty cash and timecards
- Activity room and book closet cleaning and organizing
- Attended a Library Director meeting in Mt. Iron
- brought books back to add to our collections
- Printed weeding lists and started weeding collections
- Carlton MS/HS students were scheduled to be in on the third Tuesday of the month, but didn't make it due to end of the school year deadlines
- Hung wings made of their handprints in the activity room



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
- Weeding collections
- set up and tear down for Legacy Program: Going to Bartalina: Charlie Maguire



Monthly totals:

- 82 Adult patrons in
- 72 children/teen patrons in
- there were four computer users;
- we had ten library calls and no Chamber calls
- 10 patrons used the activity room
- we had no 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 Juneteenth: Thursday, June 19, 2025 – Office Closed

14.02 Fourth of July: Friday, July 4, 2025 - Office Closed

14.03 City Council Meeting Wednesday, July 9, 2025 @ 6:00pm

14.04 Carlton Daze: July 25-27, 2025

15.00 Adjournment

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to adjourn the meeting, the time being 6:31pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

Carol Conway

Carol Conway

Clerk-Treasurer