

**Carlton City Council  
Meeting Minutes  
Wednesday, July 9, 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; Santana Haggy, Ambulance Manager

**Others Present:**

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

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Bodie to approve the agenda with the following changes: Remove - 11.10 Warrior Brewing; Add – 11.14 Sewer Usage Forgiveness. The motion passed unanimously.

**Aye: 5          Nay: 0          Absent: 0**

**4.00 Consent Agenda:**

**4.01 Approval of the Minutes:** Regular Meeting, June 11, 2025.

**4.02 Approval of Bills:** Exhibit A dated July 9, 2025, in the amount of \$275,243.61. (\$233,233.13 electronic and \$42,010.48 by check).

**4.03 Approval of Bills:** Exhibit B dated July 9, 2025, presented at the meeting in the amount of \$93,327.64 (\$93,327.64 electronic and \$19,054.87 by check).

**4.04 Approval of Check Numbers:** 37412 – 37473 (Void 37411)

**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 MacDonald to approve the Consent Agenda with the addition of the June ECP invoice (\$1,643.90) to Exhibit B. 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 Thank you from Carlton Community Education – STEM Camp**

**8.00 Ordinances, Resolutions and Policies**

**8.01 Resolution 2025-21: A Resolution Accepting Donations to the Carlton Area Library**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve donations to the Carlton Area Library. The motion passed unanimously.

**Aye: 5          Nay: 0          Absent: 0**

**8.02 Resolution 2025-22: A Resolution Accepting a Grant to the City**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve a donation from Woodlands National Bank (\$8,000) and Federal Home Loan Bank Des Moines (32,000) for South Terrace Courts. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **9.00 Project Updates**

### **9.01 South Terrace Courts**

No updates

### **9.02 Stormwater Pond Project**

## **10.00 Unfinished Business**

### **10.01 Assessment Policy (lot/footage?)**

No updates.

### **10.02 Prosecuting Attorney**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to remove this item from future agendas. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **10.03 Memorandum of Understanding**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the updated Memorandum of Understanding with ISD 96. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

## **11.00 New Business**

### **11.01 Supplemental Liquor License for Carlton Daze**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Bodie to approve the Supplemental Liquor License Applications for Nicholson-Selgren Post 2962 and Third Base Bar for July 25, 2025 – July 27, 2025. The fee for 2025 is \$1,200. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **11.02 LG220 for VFW**

**A Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve the LG220 submitted by Nicholson Selgren Post 2962. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **11.03 MN Paid Leave Program**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to split the cost for the MN Paid Leave Program at 50/50. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **11.04 Fire Relief By-Laws**

**A Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the Fire Relief By-Law updates as presented. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **11.05 Hire 3<sup>rd</sup> Full Time EMT**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve starting the process to hire a 3<sup>rd</sup> full-time EMT and to increase the hourly wage for Alyson Rask to \$19.00 per hour, effective immediately. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

### **11.06 Clerk Mental Health Training**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the closing of the office on Tuesday, August 19, 2025, so staff can attend training. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.07 Sanitary and Storm Sewer Televising**

**A Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the quote from Nelson Sanitation and Rental Inc. to clean and televise 7,200 linear feet of sanitary sewer and approximately 4,100 linear feet of storm sewer. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.08 Carlton Daze Community News**

**A Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the donation of \$500.00 to Carlton Area Chamber of Commerce to be used for advertising in the Carlton Daze Issue of the Community News Newspaper. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.09 Peddler Application**

**A Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the Peddler Application submitted by Bowlz and Thangz. They will be in town on July 12, 2025. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **~~11.10 Warrior Brewing~~**

#### **11.11 Employee Written Warning**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the written warning requested by the Ambulance Manager for an EMT's attendance. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

#### **11.12 Attendance and Training Policy Update**

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

**Aye: 5      Nay: 0      Absent: 0**

#### **11.13**

#### **Sewer Forgiveness Request**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to deny the request from the owner of 317 North Avenue to have the sewer portion of the water bill forgiven. The motion passed unanimously.

**Aye: 0      Nay: 0      Absent: 0**

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

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

##### June Activities

- Continue to get all information into CIMS (Cemetery Software)
- Inter-Faith Bonding Teams Meetings
- Website Demos
- Paid Leave Webinars
- Ordinance Research
- Weeded Flower Beds
- MAOSC Webinar (Legislative Recap)
- Started 2026 Budget
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Transition to new Caselle Platform
- ❖ Created instructions for MiViewpoint
- ❖ Continues to create posts for Facebook, Blog, Website

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

## **12.03 Fire Chief Report – Chief Derek Wolf**

## **12.04 Ambulance Manager**

- Continuing to onboard new EMTs
- Department SOG updates
- Chemstar Tabletop exercise
- Provided ambulance crew for Bear Bash at Black Bear Casino
- Attended the EMS Legislative update from MN Office of EMS
- Provided Bike Safety Training to Wrenshall Summer Kids Program

Call breakdown through June:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	13	2.90%
Grass Fire	4	0.89%
Hazardous Conditions (CO alarm, smell of gas, etc.)	11	2.45%
Medical	381	84.86%
MVC	14	3.12%
Other	1	0.22%
Public Assist	6	1.34%
Rescue	1	0.22%
Structure Fire	10	2.23%
Transfer	2	0.45%
Vehicle Fire	6	1.34%
<b>Total: 449</b>		<b>Total: 100.00%</b>

## **12.05 Building Official Report – Brian Linville**

June 2025

**Permits Issued:** None

**Permits Closed:** 24-3: 3 Cty Rd 1 Fence Permit

**Inspections and Other Activity:**

- 218 Chestnut Final inspections, contractor consults
- 2 Cty Rd 1 FDN, insulation/vb inspections, owner consults
- 810 3<sup>rd</sup> St. Contractor consults, firestopping and Phase 2 final inspections
- 108 Wilhelmina Dr. FDN, insulation/vb, tubing inspections
- 201 Spruce Ave. FTG, structural steel inspections

## **12.06 Library Report – Bethany Leseman**

June 2025

- I did monthly reports, budget update, petty cash and timecards
- Mini grant application for ALV/SRP
  - received approval of ALS Mini Grant
- Positive Community Norms Event at CHS (3:30-5:30): FOL table there; and frozen treats (4-6 while supplies last) and basket auction at library
- Uninstalled and reinstalled Citrix
- PBS interview
- Attended the Libraries Symposium at Fond du Lac Tribal and Community College
- set up and tear down for Kids Stuff Program: Brodini Comedy and Magic show
  - 8 children and 5 adults attended



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
- Barb: Attended the Libraries Symposium at Fond du Lac Tribal and Community College

Monthly totals:

- 73 Adult patrons in
- 11 children/teen patrons in
- there were 16 computer users;
- we had 27 library calls and two Chamber calls
- 13 patrons used the activity room
- we had one new patron get a library card

**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, August 13, 2025 @ 6:00pm**

**14.02 Curnow Trial Race: Saturday, July 12, 2025**

**14.03 Carlton Daze: July 25-27, 2025**

**14.04 Voyager Trail Race: Saturday, July 26, 2025**

**15.00 Adjournment**

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to adjourn the meeting, the time being 6:49pm. The motion passed unanimously.

**Aye: 5      Nay: 0      Absent: 0**

**Respectfully Submitted,**

**Carol Conway  
Clerk-Treasurer**