

Carlton City Council
Meeting Minutes
Wednesday, January 14, 2026

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, Heather MacDonald, Denise Coleman Lyng

Council Absent:

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

Others Present: Kim Matteen Orlowski, Diane Nyquist, Brady Slater

3.00 Approve Agenda (Agenda Additions/Deletions)

A **Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the agenda with the following addition: **7.10 Transfer Funds to the 4M Account**. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, (includes Truth in Taxation), December 14, 2025.

4.02 Approval of Bills: Exhibit A dated January 14, 2026, in the amount of \$220,917.79. (\$149,545.05 electronic and \$71,372.74 by check).

4.03 Approval of Bills: Exhibit B dated January 14, 2026, presented at meeting in the amount of \$21,242.16 (\$9,310.00 electronic and \$11,932.16 by check).

4.04 Approval of Check Numbers: 37765-37825; Electronic Checks: 20251201e – 20251238e
Payroll: 507958e, 507974e, 507990e, 508003e

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

4.09 Resignation: Jacob Gathje, EMT

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 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Project Overview: End of Construction at Thomson Reservoir

7.02 Donation Request: Carlton Community Education – Family Ball

A **Motion** was made by Councilor Sobczak and second by Councilor Coleman Lyng to donate \$1,000 from the Charitable Gambling Fund to Carlton Community Education for the Family Ball. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2026-01: Annual Administrative Resolution

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve Resolution 2025-01 with Councilor MacDonald as Acting Mayor, Councilor Coleman Lyng as Bank Signatory, Councilors MacDonald and Sobczak on the Personnel Committee, Councilor Bodie as Carlton Amatuer Hockey Association Representative, Councilor Sobczak as Ambulance Committee Representative, Mayor Soderstrom as Fire Relief Representative and Mayor Soderstrom as the Library Board Representative. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2026-02: Fee Schedule Resolution

A **Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve Resolution 2026-02 with the change of ALS1 Transport to \$1,700 and ALS 2 Transports to \$2,200. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution 2026-03: A Resolution Authorizing Payment before Council Authorization

A **Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve Resolution 2026-03 as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.04 Resolution 2026-04: A Resolution Authorizing Wire/Automated Bank Payments

A **Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to approve Resolution 2026-04 as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.05 Update to Ordinance 218: Cannabis Regulations

A Public Hearing was set for Wednesday, February 11, 2026 @ 6:00pm to present changes to the Cannabis Regulations Ordinance.

9.00 Project Updates

9.01 South Terrace Courts

9.02 Stormwater Pond Project

A **Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to remove South Terrace Courts and Stormwater Pond Project from future agendas. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Unfinished Business

10.01 Assessment Policy

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

11.00 New Business

11.01 Letter from Maria Wenneson

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to remove \$42.84 in sewer charges. The leak was outside the home, so water did not go down the sewer. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.02 Library Director

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve Jodie Johnson as the Library Director and to increase pay \$2.00/hour. Pay increase to be removed if the library were to close. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.03 Pay Equity Report

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to submit the Pay Equity Report as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.04 Short Term Vacation Rental Renewal Application

A Motion was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve the Short Term Vacation Rental Applications for 24 Dalles Ave. and 101 Dalles Ave. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.05 Tanker Repair Quotes

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the quote submitted by Emergency Apparatus Maintenance for repair of the tanker- Vehicle #612. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.06 Ambulance Discount Policy

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng to update the Ambulance Discount Policy to the following: Below 150% of Federal Poverty Guidelines 100% write-off, 150% to 250% of Federal Poverty Guidelines 30% write-off. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.07 Insurance Claim

Insurance adjustor is communicating with owner of property.

11.08 Out of State Travel

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to allow fire department members to travel out of state to pick up the ATV trailer and to authorize Assistant Chief Brian Schubitzke to sign paperwork for the purchase. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.09 514 W Webbeking Dr. – Utility Bill Forgiveness

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to remove the sewer charges for account #37901

11.10 Transfer of Certificate of Deposit from Woodlands to 4M Fund

Council directed Clerk Conway to transfer \$100,000 from Woodlands National Bank to the PMA 4M Fund.

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

December Activities

- Meetings with County, School District, MN Dot
- Research Critical Freight Corridor
- 2026 Pay Equity Report
- Finalize 2026 Budget
- Start Preparing for Audit
- Completed all monthly activities (agenda's, meeting minutes, bank recon., AP batch review, etc.)
- * Update Cannabis Ordinance
- * Insurance Breakdowns
- * Cemetery Plot Sales
- * Start Year End Reporting

Jodie

- ❖ Processes water billing, payroll, ambulance runs to be billed, invoicing, receipt book and bills to be paid each month.
- ❖ Read Meters
- ❖ Help out with Library issues
- * Continue to create posts for Facebook, Blog and Website

12.02 Public Works – Derek Wolf

Twin Lakes

- Lift station monitoring Δ Water sampling
- Locates Δ I & I Plan
- BBC to install grinder pump

City

- South Terrace Courts -
 - Painting spring
- Cedar Ave storm water pond meetings –
 - Land agreement was signed waiting for legal docs. - completed
 - Trent to design in December – completed
 - Soil water to submit grant application
- Record drawing review booster station and meter station – waiting on revision
- SCDA issues WTP – In-control to come up and repair switches
- Meter station chlorine pump repair and heater repair
- Blue 05 dump truck repairs – needs new air compressor and crank shaft sensor
- GIS updating pipe type and size * Water line locate at Jay Cooke Park
- No man lands * Snow Removal
- Lawn mower service * Lead and Copper site plan
- I&I plan city * DNR water supply plan

12.03 Fire Chief Report – Chief Derek Wolf

- Received DNR Grant – complete
- UTV committee to meet
 - Working out details of trailer
 - Completed
 - Minor tweaks
 - Hopefully pick up in January
- Planning for Bingo
- Training – Search and Rescue
- New state fire service specialist
- Sign contract for 4” pump from DNR
- Chief’s nomination in January
- Looking at different relief retirement options

12.04 Ambulance Manager

- Continue to onboard new EMT's
- New hire orientation classes with new paid-on-call EMT's
- Continue to work on staffing and scheduling to fill shifts
- STAC committee meeting
- Provided EMS coverage for the Hairball Concert at Black Bear Casino
- EMT Refresher held
- Hosted Memorial Blood Center Blood Drive

Call breakdown through December 2025:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	28	3.05%
Grass Fire	12	1.31%
Hazardous Conditions (CO alarm, smell of gas, etc.)	23	2.51%
Medical	770	83.88%
MVC	41	4.47%
Other	4	0.44%
Public Assist	7	0.76%
Rescue	3	0.33%
Structure Fire	20	2.18%
Transfer	3	0.33%
Vehicle Fire	7	0.76%
	Total: 918	Total: 100.00%

12.05 Building Official Report

12.06 Library Report – Jodie Johnson

December 2025

*All Library staff have been working hard to reorganize the staff work area and clean out files. We will be rearranging the collections to make it easier to find books.

*Barb and Cathie continue to provide excellent service to patrons. They are working on adding back some of the books that have been weeded out.

*We replaced the staff computer since the old one was running Windows 10 and was very slow.

*There were two Take and Make projects in December – a reindeer and a tree to decorate. 30 were taken by patrons.

Staff have been brainstorming ideas to expand the activities the library offers. Some of the future projects are:

- Toddler Story Time – 1 person interested in volunteering for this
- Sewing machine access
- Specialty cake pans
- Game night
- Craft activities

December patron visits: adults – 68 children – 42

Legacy Program – December 2 – 5 patrons

12.07 Council Member Report

12.08 Mayor Report

13.00 Recap Action Items

13.01 Liquor at the Fire Hall

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the Fire Relief to have liquor at the Fire Hall on February 7, 2026. The motion passed unanimously

Aye: 5 Nay: 0 Absent: 0

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Office Closed: January 19, 2026, Martin Luther King Day

14.02 Annual Audit: Week of February 2, 2026

14.03 Regular Council Meeting: Wednesday, February 11, 2026 @ 6:00pm

14.04 Annual Fire Relief Meeting: Tuesday, February 24, 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 7:02pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

Carol Conway
Clerk-Treasurer