

Carlton City Council
Meeting Minutes
Wednesday, February 11, 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: Clerk/Treasurer, Carol Conway; Public Works Superintendent, Derek Wolf; Deputy Clerk/Library Director, Jodie Johnson; Ambulance Manager, Santana Haggy

Others Present: Trent Prigge, City Engineer, Dawn Shoberg

3.00 Approve Agenda (Agenda Additions/Deletions)

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

Aye: 5 Nay: 0 Absent: 0

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, January 14,2026.

4.02 Approval of Bills: Exhibit A dated February 11, 2026, in the amount of \$94,809.69. (\$63,904.53 electronic and \$30,905.16 by check).

4.03 Approval of Bills: Exhibit B dated February 11, 2026, presented at meeting in the amount of \$52,268.42 (\$35,051.52 electronic and \$17,216.90 by check).

4.04 Approval of Check Numbers: 37826-37864; Voided Checks: 37706 (reissued 37826), 37684, 37685; Electronic Checks: 20260101e – 20260132e; Payroll: 508019e, 508047e, 508062e, 508073e

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 Sobczak to approve the Consent Agenda as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

5.00 Presentations and Guests

5.01 Dawn Shoberg

The Positive Community Norms (PCN) grant is ending in June. A video and slide presentation were given about the effect this grant has had in schools and communities.

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Pay Equity Compliance Notification

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2026-05: A Resolution Accepting Donations to the Carlton Area Library

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie approving Resolution 2026-05. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Ambulance Attendance Policy

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the following change to the Attendance and Training Policy: Paid on Call EMT’s are expected to work a total of six (6) shifts (72 hours) per quarter of which three (3) must be full shifts (12 hours) and the remaining hours may be partial shifts. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 Project Updates

10.00 Unfinished Business

10.01 Ordinance 218: Cannabis Regulations

11.00 New Business

11.01 Trent Prigge – City Engineer

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to start the application process for the Minnesota Department of Health Drinking Water Revolving Fund Project Priority List, also to start preliminary design for the proposed road projects. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.02 Fire Department Officers

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approved Derek Wolf, Fire Chief; Brent Bodie, 1st Assistant Chief; Brian Schubitzke, 2nd Assistant Chief; Erik Bergstedt, Captain. The motion passed unanimously, with Brent Bodie abstaining.

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

11.03 Water Leak Detection

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the quote submitted by Water Conservation Services, Inc for leak detection on water mains and hydrants. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.04 Dehumidifier

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the quote submitted by Alden Pool to replace a dehumidifier at the water treatment plant. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.05 Radar Signs

Council approved removing the radar sign on County Road 1 and using the battery from that sign in the radar sign on Dalles Avenue.

Aye: 5 Nay: 0 Absent: 0

11.06 219 Walnut Ave – Late Fee Forgiveness

A Motion was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to remove 11 late fees on account #361-01. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.07 2025 4th Quarter Ambulance Write-Offs

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve 2025 4th Quarter write-offs in the amount of \$112,228.78. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.08 Well #6 Contract

A **Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the contract with Donohue. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

January

As it is every year, January proved to be a busy month. MN Paid Leave program started and as with all new programs we had a few hiccup's setting it up in payroll. W-2's & 1099's were sent out and all required reporting was completed. Other required reporting that was completed was OSHA 300, BLS Labor and Industry, and budget info sent to the State of MN. The interim building official (Matt Munter) started on January 1, 2026, and will continue to help us out until we find a replacement. The application for the Score Grant (Recycle Shed) was submitted to Carlton County and if approved we should receive the funds in March. Jodie and I completed the annual Revenue Recapture training. The work comp audit was completed, and I started preparing for the City's Annual Audit.

The following items are completed monthly: agenda packets, meeting minutes, bank reconciliation, accounts payable review, payroll review and accounts receivable coding.

Jodie has taken over meter reading, and it has been going well. Each month she processes utility bills, payroll, invoicing and accounts payable. She prepares all ambulance runs to be billed and continues to create posts for Facebook, City Website and the City Blog.

12.02 Public Works – Derek Wolf

Twin Lakes

- Lift station monitoring
- Water sampling
- Locates
- Discussion on vacant lots and lots with water shut off regarding DNR report and billing

City

- South Terrace Courts -
 - Painting spring
- Cedar Ave storm water pond meetings –
 - Waiting on Soil and water
 - Surveyors marked corners
- Record drawing review booster station and meter station – need to review
- SCDA issues WTP – In-control to come up and repair switches
 - Found ether net cable bad. Repaired
- Meter station chlorine pump repair and heater repair – on going
- Blue 05 dump truck repairs –
 - needs new air compressor and crank shaft sensor
 - power steering pump failed to.
- Lead and Copper site plan – on going
- Snow removal
- Water training in Blaine
- DNR Report
- GIS Meeting
- PFA funding meeting
- Township clerk tour of WTP

12.03 Fire Chief Report – Chief Derek Wolf

- UTV committee to met
 - Working out details of trailer
 - In possession just need to build shelving

- Sell old one
- Tender 612 to shop and back. We were told repair went good.
- AT&T came in to discuss first net options
- Hydrant training in February with outside vender
- Radio tuning. Need to remove all radio for programing.
- Communication table top with CAFD
- Table and functional exercises with Chemstar in 2026
- Looking at different relief retirement options

12.04 Ambulance Manager

- Continue to onboard new EMT's
- Continue to work on staffing and scheduling to fill shifts
- EMT Refresher completed
- Arrowhead EMS Conference
- Onboarding meeting with Lexipol for new medical training software
- CCEMS Meeting
- NE Region EMS Managers Meeting

Call breakdown through January 2026:

| Incident Type | Number of Runs | Percent of Total Runs |
|---|------------------|-----------------------|
| Hazardous Conditions (CO alarm, smell of gas, etc.) | 2 | 2.90% |
| Medical | 54 | 78.26% |
| MVC | 6 | 8.70% |
| Rescue | 2 | 2.90% |
| Structure Fire | 3 | 4.35% |
| Transfer | 2 | 2.90% |
| | Total: 69 | Total: 100.00% |

12.05 Building Official Report

12.06 Library Report – Jodie Johnson

January 2026

- We are continuing the reorganization of collections and adding weeded books back in as well as updating many of the spine labels. Barb and Cathie continue to give ideas on activities and procedures that will benefit the patrons.
- Barb attended an online ELM training. This training highlighted all the different online resources that the library offers. She will be working on advertising for the patrons.
- The Winter Reading Program is in full swing. We will be offering theme related activities in future reading programs.
- We have a sewing machine set up and ready for use.
- There are two volunteers that are going to do arts & craft activities on the second Saturday of the month for school-age children.
- Our “Rate Your Read” book club should be starting in March.
- There were two Take and Make projects in January – a snowman and an ALS bracelet kit. 59 were taken by patrons.
- January patron visits: adults – 48 children – 30

SECOND SATURDAY CRAFTS
 Join us at 1:00 pm on the second Saturday of the month for arts and craft activities for kids pre-school thru 6th grade. There will be a variety of crafts at different levels of difficulty.



Carlton Area Public Library
 310 Chestnut Avenue Carlton MN 55718 218-384-3322

12.07 Council Member Report

12.08 Mayor Report

13.00 Recap Action Items

13.01 Revisit Library Director Motion from 1.14.2026 Council Meeting

A **Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to revise the motion made on January 14, 2026, that stated “if the library were to close the \$2.00 per hour raise would be taken away.” The revised motion states that the wage increase will not be removed. The effective date of wage increase is January 1, 2026. The motion passed unanimously

Aye: 5 Nay: 0 Absent: 0

13.02 Transfer funds from Woodlands National Bank to 4M Fund

A **Motion** was made by Councilor Bodie and seconded by Councilor Coleman Lyng to transfer \$100,000.00 from Woodlands National Bank to the PMA Financial 4M account. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Office Closed: Monday, February 16, 2026 – Presidents Day

14.02 Annual Fire Relief Meeting: Tuesday, February 24, 2026 @ 6:00pm

14.03 Regular Council Meeting: Wednesday, March 11, 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 6:55pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

**Carol Conway
Clerk-Treasurer**