

Carlton City Council
Meeting Minutes
Wednesday, March 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

Council Absent: Councilors: Heather MacDonald, Denise Coleman Lyng

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

Others Present: City Engineer, Trent Prigge

3.00 Approve Agenda (Agenda Additions/Deletions)

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

Aye: 3 Nay: 0 Absent: 2

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, February 11,2026; Special Meeting, February 11, 2026; Special Meeting, February 17, 2026.

4.02 Approval of Bills: Exhibit A dated March 11, 2026, in the amount of \$219,519.21. (\$187,927.90 electronic and \$31,601.31 by check).

4.03 Approval of Bills: Exhibit B dated March 11, 2026, presented at meeting in the amount of \$12,750.23 (\$0.00 electronic and \$12,750.23 by check).

4.04 Approval of Check Numbers: 37866-37899; Electronic Checks: 20260191e – 20260311e; Payroll: 508088e; 508118e; 508132e; 508144e

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 Resignations: Hannah Cooley, Firefighter/EMT; Philip Schloemer, Firefighter/EMT; Luke Schemenauer, EMT; Abigail Franck, EMT

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

Aye: 3 Nay: 0 Absent: 2

5.00 Presentations and Guests

A **Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to suspend the Regular Council Meeting and Open the Public Hearing/Planning Commission Meeting, the time being 6:02pm. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

6.00 Public Hearings/Planning Commission Meeting

6.01 Amending Chapter 9: Land Use and Zoning

The planning commission made a recommendation to the City Council to amend Chapter 9: Land Use and Zoning as presented.

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to resume the Regular Council Meeting, the time being 6:03pm. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

7.00 Petitions, Communications and Correspondence

7.01 Charitable Gambling Request – Carlton School District – ISD #93

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve a \$250.00 donation to ISD #93. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

7.02 Charitable Gambling Request – Carlton Community Education/Carlton Community News

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve a \$1,000.00 donation to Carlton Community Education/Carlton Community News. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2026-06: A Resolution Accepting Donations to the Carlton Area Library

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak approving Resolution 2026-06. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

8.02 Ordinance 218 Amended: An Ordinance Amending Chapter 9, Section 3 Application of District Regulations

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to accept the recommendation of the Planning Commission and approve the changes to Ordinance 218 Amended as presented. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

8.03 Ordinance 220: An Ordinance of the City of Carlton to Regulate Cannabis Businesses.

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to **Not** approve/accept Ordinance 220 and continue to have Carlton County Issue Cannabis Permits for the City of Carlton. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

9.00 Project Updates

Carlton Area Development Corporation is planning to hold a Grand Opening of South Terrace Courts on Saturday, July 25, 2026. Time to be determined.

10.00 Unfinished Business

11.00 New Business

11.01 Trent Prigge – City Engineer

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to accept the proposal submitted by Northland Engineering for design of Ashland Avenue, Sixth Street, North Avenue and South Avenue reconstruction. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

11.02 Seasonal Employee

A **Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to approve the hiring of a seasonal employee. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

11.03 Med Compass Quote

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the quote submitted by Med Compass for SCBA fit testing. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

11.04 Letter to State Fire Marshal

Area Fire Chiefs would like to send a letter to the State Fire Marshals office to ask for assistance in exploring future options for small departments.

11.05 County Building Study

Council would like more information before any decisions are made.

11.06 Zoning Issues

No changes will be made at this time.

11.07 Probationary Employee

A **Motion** was made by Councilor Sobczak and seconded by Councilor Bodie to not offer a permanent EMT position to Brendan Flaig. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

February

The first week of the month was audit week so not much else was accomplished. I feel like it went pretty well. Time was also spent on submitting many required reports (LG510, PFA, PERA). The Licensing and Zoning Sections of City Ordinance were updated to include Cannabis sales. Interviews were held for a few more potential paid on call EMT's. The rest of the month was filled with meetings, clean up from the audit and the normal monthly items.

Staff attended the required annual safety training on MN Employee Right to Know and AWAIR (A Workplace Accident and Injury Reduction) and Bloodborne Pathogens.

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

Jodie was kept busy processing 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
- Lift station township meeting
- Water sampling
- Locates

City

- South Terrace Courts -
 - Painting spring

- Record drawing review booster station and meter station – need to review
- SCDA issues WTP – In-control to come up and repair switches
 - Found either net cable bad. Repaired
 - Continued alarms – repaired switches, VFD timing adjusted, MN Power to monitor 3 phase power
- Meter station chlorine pump repair and heater repair – on going
- Blue 05 dump truck repairs –
 - Still ongoing issues.
- Lead and Copper site plan – on going
- Snow removal
- Travis - Water training
- PPL meetings
- Water model meeting with engineers
- MNDOT Hwy 210 meetings
- County building study meeting
- Steam culverts

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
- Table and functional exercises with Chemstar in 2026
- Looking at different relief retirement options
- Several Car fires
- Chiefs meeting discussion to have Fire Marshalls office help facilitate county wide FD meeting on long term planning. Need to have a letter requesting services
- Training calendar completed for 2026/2027 fiscal year
- Ongoing fire reporting changes
- Going to Township Tuesday with Wrenshall fire Chief to discuss possible joint powers for purchasing two trucks and to discuss long term plan meeting.

12.04 Ambulance Manager

- Continue to onboard new EMT's
- Continue to work on staffing and scheduling to fill shifts
- Attended Ambulance Committee Meeting
- Attended a Mass Casualty Incident Tabletop exercise in Cloquet
- Held paid on call interviews
- Updated the Attendance and Training Policy
- Routine maintenance and repairs completed on power load system and stretchers on both ambulances.

Call breakdown through February 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

February 2026

- I have begun ordering 2026 bestseller books after finding a new vendor.

- Hanging bags have been bought to better display books that come with a cd.
- The activity room has been cleaned and reorganized. We have the on-going book sale, coloring supplies, free magazines, and 2 sewing machines.
- The Winter Reading Program is wrapping up. We will have final numbers after March 21.
- March 21st is our first “Rate Your Read” book club.
- Dance for All – an ALS Legacy program was cancelled due to weather. It will be rescheduled for March.
- Patron visits: adults – 53 children – 46
- Take and Make project– Love to Read collage: 16 were taken by patrons.
- Second Saturday Crafts – February 14: adults – 5 children – 5
- Volunteer hours in February: 26 hours



RATE YOUR READ

Who: Any adult who likes to talk about books
What: A book club where you pick your own books
Why: A terrific way to get recommendations for your next read and have a chance to socialize.
Where: Carlton Area Public Library Activity Room; 310 Chestnut Avenue, Carlton
When: 1:00 pm on the third Saturday of the month



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

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Hwy 45/210 Open House: Thursday, March 12, 2026 @ 5:30pm – Carlton Fire Hall

* Postponed until March 26, 2026 @ 5:30pm – Carlton Fire Hall

14.02 Regular Council Meeting: Wednesday, April 8, 2026 @ 6:00pm

15.00 Adjournment

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to adjourn the meeting, the time being 7:00pm. The motion passed unanimously.

Aye: 3 Nay: 0 Absent: 2

Respectfully Submitted,

Carol Conway

Carol Conway
 Clerk-Treasurer