

**Carlton City Council**  
**Meeting Minutes**  
**Wednesday, April 8, 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, Heather MacDonald, Denise Coleman Lyng

**Council Absent:** Councilor: Brent Bodie

**Staff Present:** Clerk/Treasurer, Carol Conway; Public Works Superintendent, Derek Wolf; Ambulance Manager, Santana Haggy

**Others Present:** Shanna Wolf, Everett Wolf, Izaiah Wolf, Ryan Schmidt, SchlennerWenner Auditor

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

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

**Aye: 4      Nay: 0      Absent: 1**

**4.00 Consent Agenda:**

**4.01 Approval of the Minutes:** Regular Meeting, March 11,2026

**4.02 Approval of Bills:** Exhibit A dated April 8, 2026, in the amount of \$132,482.58. (\$69,439.65 electronic and \$63,042.93 by check).

**4.03 Approval of Bills:** Exhibit B dated April 8, 2026, presented at meeting in the amount of \$35,128.53 (\$17,956.60 electronic and \$17,171.93 by check).

**4.04 Approval of Check Numbers:** 37900-37946; Electronic Checks: 20260301e – 20260330e; Payroll: 508158e; 508183e; 508972e

**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:** Brendan Flaig, Sarai Gamradt

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

**Aye: 4      Nay: 0      Absent: 1**

**5.00 Presentations and Guests**

**5.01 Bailey Robinson**

Not present at meeting.

**5.02 Shanna Wolf**

Shanna was at the meeting on behalf of the Carlton Area Chamber of Commerce to talk about Carlton Daze and how the City could help facilitate the activities. The Chamber would like to make Carlton Daze more family friendly by adding kids' activities on Saturday and having a family event on Friday.

**5.03 2025 Audit Presentation**

Ryan had a Powerpoint presentation showing the results of the 2025 Audit. The audit went well. There were not any findings other than those found in all small cities regarding separation of duties and having the auditors prepare the financial statements.

## **6.00 Public Hearings/Planning Commission Meeting**

### **7.00 Petitions, Communications and Correspondence**

**7.01 Thank you from Carlton and Wrenshall Community Education for the Charitable Gambling Donation made for the Family Ball.**

#### **7.02 Resource Renew (formerly WLSSD) 2025 Year End Wastewater Treatment Adjustment**

There will be an annual credit of \$6,148.00, which will be credited monthly in the amount of \$512.33

### **8.00 Ordinances, Resolutions and Policies**

#### **8.01 Resolution 2026-07: A Resolution Accepting Donations to the Carlton Area Library**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng approving Resolution 2026-07 accepting a donation to the Carlton Area Library. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **8.02 Resolution 2026-08: A Resolution Accepting a Grant to the City**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng approving Resolution 2026-08 accepting the 2026 Carlton County Recycling Grant (Score Grant). The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **8.03 Resolution 2026-09: A Resolution Appointment to the HRA Board of Directors**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng approving Resolution 2026-09 appointing Rhonda Davis to the HRA Board of Directors. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **8.04 Carlton Area Public Library Penny Rounding Policy**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the Penny Rounding Policy as presented. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

## **9.00 Project Updates**

## **10.00 Unfinished Business**

## **11.00 New Business**

#### **11.01 LG220 Nicholson-Sellgren Post 2962 (VFW) – Event Dates: July 1, 2026 – July 31, 2026**

**A Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve the LG220 submitted by the VFW. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.02 LG230 Eagles Aerie 1163 – Event Date: April 25, 2026**

**A Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the LG230 submitted by Eagles Aerie 1163. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.03 LG220 Carlton County Chapter of MN Deer Hunters Association – Event Dates: April 26, 2026 and September 16, 2026**

A **Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the two (2) LG220's submitted by the Carlton County Chapter of MN Deer Hunters Association. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.04 Employment Status Change**

A **Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve offering Sophia Litynski the Full-Time EMT position with a starting wage of \$18.00 per hour. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.05 Carlton Area Public Library Annual Report**

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

**Aye: 4      Nay: 0      Absent: 1**

#### **11.06 Furniture Purchase**

A **Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the purchase of new furniture for the Fire Hall. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.07 Approval to Close Office**

A **Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve closing City Offices at 1:00pm on Friday, April 10 and close all day on Tuesday, April 28, 2026. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.08 Snow Pusher**

A **Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the purchase of a Snow Pusher. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

#### **11.09 Approval to withdraw cash for a Marketplace purchase**

A **Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve using cash to purchase 55-gallon barrels off of Marketplace. The motion passed unanimously.

**Aye: 4      Nay: 0      Absent: 1**

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

#### **12.01 Clerk Report**

**March 2026**

An application was submitted to the MN Office of Emergency Medical Services for uncompensated calls. These are calls where there was not a transport and no payment was received. I also continue to submit form PDR-1T, gas tax refund, to the MN Department of Revenue for the ambulance service. We applied for funding for 84 uncompensated calls. Also, during the month an OSHA Grant was submitted for a battery powered valve exerciser and valve keys. The grant amount requested is \$3161.47, which is 50% of the total cost.

I have been reviewing the Internal Controls and making necessary updates as needed. With changes in utility billing software and banks a few of the Internal Controls are out of date.

It is that time of year again where we are scheduling for Spring burials, 3 already scheduled for May. I continue to work on getting CIMS (cemetery software) updated. The oldest section of the cemetery is the only one to be updated and it is halfway completed. There are many unknowns in that section.

MNDOT held an open house for the Hwy 45/210 project that is proposed for 2035. The open house was well attended, and many good suggestions/observations were brought up.

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

Jodie is keeping 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
  - Water sampling
  - Repaired MH casting hit by plow truck on hwy 210
  - WLSSD Report card rating was 2
- Locates
  - Eye Wash Repair

## City

- South Terrace Courts -
    - Painting spring
  - Record drawing review booster station and meter station – still working with engineer for small changes
  - SCDA issues WTP –
    - Holden on-site to replace all either net cords and switches in MCC. Was able to eliminate two connections per cord. Hope it fixes alarms
    - MN Power to monitor 3 phase power
  - Meter station chlorine pump repair and heater repair – Complete
  - Blue 05 dump truck repairs –
    - Still ongoing issues.
    - Back to shop again, Had injector issues. Hope issues are resolved
  - Lead and Copper site plan – complete
  - MNDOT Hwy 210 meetings
  - WLSSD Report card rating was 5
  - Meeting with NCE for street construction kick off meeting
  - WLSSD kick off meeting for 6<sup>th</sup> street
  - Meeting with Matt D on Sunrise Drive
  - Lift station rebuild spec and pricing
  - Trees cut down in playground due to safety
- Snow Removal
  - Safety Meeting
  - Travis – Shop Repairs
  - Greased overhead doors at Fire Hall

### 12.03 Fire Chief Report – Chief Derek Wolf

- UTV committee:
  - Need to sell old trailer and tracks
- Table and functional exercises with Chemstar in 2026
  - Tabletop in April
  - Functional exercise in July
- Looking at different relief retirement options – PERA Meeting May 26th
- Chiefs meeting discussion to have Fire Marshalls office help facilitate county wide FD meeting on long term planning. Meeting on April 22<sup>nd</sup> Met with Northern Natural Gas
- Transportation night May 14
- Upgraded air piping and cord reel in FD garage
- MBFTE Roster due
- DNR grant received for gear and pagers
- CAFD tabletop summary documentation
- Met with Marlyn (county EM) and Interfaith care to go over emergency action plan

### 12.04 Ambulance Manager

- Continue to onboard new EMT's
- Continue to work on staffing and scheduling to fill shifts
- Attended NE Ambulance Managers Meeting
- Attended Carlton County EMS meeting
- Attended NE Regional Trauma Advisory Committee Meeting
- Provided EMS coverage at the Rock the Otter event at Black Bear Casino

Call breakdown through March:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	4	1.91%
Hazardous Conditions (CO alarm, smell of gas, etc.)	6	2.87%
Medical	175	83.73%
MVC	11	5.26%
Rescue	2	0.96%
Structure Fire	7	3.35%
Transfer	2	0.96%
Vehicle Fire	2	0.96%
	<b>Total: 209</b>	<b>Total: 100.00%</b>

## 12.05 Building Official Report

### 12.06 Library Report – Jodie Johnson

#### March 2026

- Barb went to cataloging training. She has since been adding books and cake pans that were not in the system.
- Cathie is putting our activities in both the Pine Knot and the Pine Journal.
- The April poetry and bookmark entry forms were delivered to both South Terrace and Wrenshall.
- We are finalizing the schedule for activities for the Summer Reading Program.
- The Annual Report was submitted to the MN Department of Education.
- There were 8 boxes of donated books. We are adding many of them to our collection.
- We will be adding a Little Free Puzzle Library to the activity room. Little Free Puzzles Libraries operate on an honor system with the core rule: "Take a puzzle, share a puzzle."

Winter Reading Program: 5 adults – 50 books read  
5 children – 4350 minutes read

- ✓ Patron visits: 128 visits
- ✓ Take and Make project: 21 were taken by patrons
- ✓ Second Saturday Crafts – March 14: 8 participants
- ✓ Carving your Clan: 5 participants
- ✓ Dance for All (rescheduled from February): 3 participants
- ✓ Volunteer hours in March: 20 hours

## 12.07 Council Member Report

### 12.08 Mayor Report

## 13.00 Recap Action Items

### 14.00 UPCOMING MEETINGS AND EVENTS

14.01 Carlton Roadways Kick Off Meeting: Wednesday, April 22, 2026 @ 10:00am

14.02 Regular Council Meeting: Wednesday, May 13, 2026 @ 6:00pm

14.03 Office Closed Memorial Day: Monday, May 25, 2026

## 15.00 Adjournment

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

**Aye: 4      Nay: 0      Absent: 1**

Respectfully Submitted,

*Carol Conway*

Carol Conway  
Clerk-Treasurer