

Carlton City Council
Meeting Minutes
Wednesday, May 13, 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, Brent Bodie

Council Absent: None

Staff Present: Clerk/Treasurer, Carol Conway; Public Works Superintendent, Derek Wolf;

Others Present: Trent Prigge, Northland Consulting Engineers, Jake Rychlak, Bailey Robinson, Kendra Robinson, Ann Gustafson

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: 5 Nay: 0 Absent: 0

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, April 8, 2026

4.02 Approval of Bills: Exhibit A dated May 13, 2026, in the amount of \$128,049.47. (\$92,715.92 electronic and \$35,333.55 by check).

4.03 Approval of Bills: Exhibit B dated May 13, 2026, presented at meeting in the amount of \$7,852.17 (\$2,009.56 electronic and \$5,842.61 by check).

4.04 Approval of Check Numbers: 37947 – 37986; Electronic Checks: 20260401e – 20260447e; Payroll: 50223e; 508252e; 508265e 508277e

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: Custodian, AnnMarie Olson; EMT: Kate Fitzgerald, Cassidy Kampsula

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

Aye: 5 Nay: 0 Absent: 0

5.00 Presentations and Guests

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to suspend the Regular Council Meeting and open the Public Hearing/Planning Commission Meeting, the time being 6:01pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

6.00 Public Hearings/Planning Commission Meeting

6.01 Conditional Use Permit Application – 510 South Avenue

Applicant is requesting approval on a Conditional Use to open a Fitness Center in an M-1 Manufacturing Zoning District. The facility will be open 24 hours a day with secure entrance. The Planning Commission is making a recommendation to approve the Conditional Use Permit.

6.02 Conditional Use Permit Application – 328 Walnut Avenue

After further discussion with the applicant, it was determined that a Conditional Use Permit is not needed. The applicant can operate with a Peddler's License.

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to refund the Conditional Use Permit Fee minus any expenses that have already been incurred. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

A Motion was made by Councilor MacDonald and seconded by Councilor Bodie to resume the Regular Council Meeting. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.00 Petitions, Communications and Correspondence

7.01 Charitable Gambling Donation Request – VFW Post 2962 – Golf Scramble

A donation cannot be made to the VFW because they have pull tabs at their establishment.

7.02 Charitable Gambling Donation Request – Carlton Community Education: STEM, STEM Jr. and Nature Camp

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to donate \$1,000 to Carlton Community Education for the summer camps. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.03 Charitable Gambling Donation Request – Carlton Area Development Corporation – Carlton Daze

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to donate \$3,500 to CADC for Carlton Daze Activities. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.04 Charitable Gambling Donation Request – North Country Ride: Program Support

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to donate \$1,500 to North Country Ride for program support. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.05 Communication from Resource Renew

7.06 Thank you from Carlton School District for contribution towards AED.

7.07 Letter of Support

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to approve the City Clerk to send a letter of support to Carlton County for the application for a Safe Streets and Roads for All Planning Grant. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2026-10: A Resolution Accepting Donations to the Carlton Area Library

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak approving Resolution 2026-10 accepting a donation to the Carlton Area Library. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Personnel Policy Updates

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to update the Personnel Policy per attorney recommendations except for the following: Holidays will continue to count as hours worked in the computation of overtime, the current Grievance Procedure will be changed to direct employees to the Personnel Committee, Employees will be allowed to “top” off MN Paid Family Medical Leave benefit with available sick, vacation or comp time. The top off may not exceed the employee’s Regular pay. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 Project Updates

The IUP has been submitted. Trent and Derek will be meeting with WLSSD to discuss 6th Street construction.

10.00 Unfinished Business

10.01 Accept 2025 Audit

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to accept the 2025 Audit as presented at the April 8, 2026, Council Meeting. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.00 New Business

11.01 Annie Gustafson

Residents in the Thomson Neighborhood would like to see a trail established from Myra Avenue to the Munger Trail. Property owners in the preferred area may be willing to grant a Public Access Easement. Additional research is needed before a decision is made.

11.02 Carlton Amateur Hockey Association (CAHA)

Jake Rycklak, CAHA President updated the Council with proposed future plans. CAHA is raising funds for an outdoor hockey rink and used boards. They would also like to have the option of an outdoor recreational rink. The baseball field near Four Seasons is in bad shape so it will be removed to make room for the outdoor rinks. The Carlton Baseball Association did not have any interest in trying to refurbish the field. 2026-2027 CAHA Board Members are listed below:

Jake Rycklak, President

Jeff Pape, Treasurer

Ben Michaud, Vice President

Tommy Jacobson, Secretary

11.03 Re-hiring of Carl Amundson: Seasonal Employee

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to offer the Seasonal Employment position to Carl Amundson at \$18.00 per hour. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.04 Custodian Position

Council directed staff to offer the custodian position to the interest party at the same wage as the departing custodian and if the party declines to advertise for the position.

11.05 Peddler Application

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the Peddler Application submitted by Roots and Rises. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.06 Turnout Gear

A **Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Macqueen Quote in the amount of \$3,460.96 unless the Pioneer Gear is of higher quality and lower price with the JPA price. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.07 Cloquet Area Fire District (CAFD) Ambulance ALS Intercept Agreement

A **Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to not sign the ALS Intercept Agreement at this time. Council directed staff to have the City Attorney draft a letter to CAFD with a flat fee counteroffer of \$500.00. with no increase on January 1, 2027. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.08 LG220 Carlton County Animal Rescue

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the LG220 submitted by Carlton County Animal Rescue. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.09 Resource Renew (WLSSD) Allocation Permit for 2027 - 2030

A **Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to sign the WLSSD Allocation Permit for 2027 - 2030. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.10 2026 1st Quarter Ambulance Write-Offs

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve the 2026 1st Quarter Ambulance Write-Off in the amount of \$92, 012.97. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.11 Fee Schedule Updates

A **Motion** was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to approve the Fee Schedule changes as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

April 2026

I went through all the old building official documents and purged everything that could be shredded. A file cabinet has been set up that will be used exclusively by the limited building official once he gets certified.

The 1st installment for Paid Leave was sent to the State. Of course, as with all new programs, there were a couple of issues were encountered. They have been resolved.

There were 2 Conditional Use Permits that were applied for. All legal posting and mailing were sent out.

Derek and I attended a training in Nisswa and learned of some possible sewer funding opportunities. Trent (City Engineer) has applied for this possible funding.

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.

I will be on vacation May 26 – June 3, 2026

12.02 Public Works – Derek Wolf

Twin Lakes

- Lift station monitoring
- Water sampling
- Locates
- Sewer lateral review
- Sewer main review

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
- Blue 05 dump truck repairs –
 - Still ongoing issues.
 - Back to shop again, Had injector issues. Hope issues are resolved
- Meeting with Matt D on Sunrise Drive
- Lift station rebuild spec and pricing
- Locates
- Spring cleanup, sweeping, brush
- Sweep sidewalks
- Streets should be done soon
- MNWARN meeting in May
- Water & finance training in Nisswa
- Dig cremations
- Sewer line review
- CCR report due
- New water meters, moving towards cellular

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 – went really good.
 - 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 22nd
 - Lots of positives from meetings
 - Need to determine why, then what, then how
- Transportation night May 14th
- DNR grant received for gear and pagers – ordering
- Meeting with Liberalis staff for community connection meeting
- Several calls.
 - Wildfire
 - Gas leaks
 - Structure fires
- Ambulance committee meeting
- Fire truck to South Terrace for show and tell
- Adopt a highway completed
- Fit testing

12.04 Ambulance Manager

- Continue to onboard new EMT's
- Continue to work on staffing and scheduling to fill shifts
- Hosted CPR Classes for Chemstar
- Ongoing review of patient care reports and preparing for billing
- Attended Chemstar Tabletop exercise
- Attended Fire Chiefs meeting

Call breakdown through April:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	4	1.41%
Grass Fire	5	1.76%
Hazardous Conditions (CO alarm, smell of gas, etc.)	7	2.46%
Medical	236	83.10%
MVC	15	5.28%
Public Assist	2	0.70%
Rescue	2	0.70%
Structure Fire	9	3.17%
Transfer	2	0.70%
Vehicle Fire	2	0.70%
	Total: 284	Total: 100.00%

12.05 Building Official Report

12.06 Library Report – Jodie Johnson

April 2026

- The April poetry and bookmark had 36 entries.
- Barb & Jodie went to the Pines & Pages event at Jay Cooke. We did crafts and handed out a flyer with May -August activities. We interacted with about 100 people.
- ALS sent staff to help with doing a full inventory. This has not been done since 2017.
- We now have 7 cake pans available for checkout.
- Jodie attended a Library Budget and Funding Summit in Mountain Iron.
- The Little Free Puzzle Library is set up in the hallway in the basement. Little Free Puzzles Libraries operate on an honor system with the core rule: "Take a puzzle, share a puzzle."
- We are prepping for the Summer Reading Program that will run June 1 to August 31. There will be 3 ALS sponsored events and 6 library sponsored activities. Working with FOL for rewards and prizes for drawings. I would like to do outreach to the childcare programs at both South Terrace and Wrenshall during the summer.
- Library hours are changing for the summer. This may be a permanent change depending on what happens with the school consolidation
- Tuesday, Wednesday, and Thursday - 1:00 pm to 6:00 pm
- Saturday – 10:00 am to 3:00 pm
- Patron visits: 110 visits
- Take and Make project: 29 were taken by patrons
- Second Saturday Crafts – April 11: 9 participants
- Rate Your Read Book Club – April 18: 5 participants
- Poetry & Printmaking: 4 participants
- Volunteer hours: 10 hours



12.07 Council

Member Report

12.08 Mayor Report

13.00 Recap Action Items

14.00 UPCOMING MEETINGS AND EVENTS

- 14.01 Regular Council Meeting: Wednesday, June 1, 2026 @ 6:00pm**
- 14.02 Office Closed Memorial Day: Monday, May 25, 2026**
- 14.03 Celebration Event of the Completion of the Thomson Reservoir Remediation Project
Wednesday, May 27, 2026 @ 11:00am. Location is the Thomson Reservoir.**

15.00 Adjournment

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to adjourn the meeting, the time being 7:33pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

**Carol Conway
Clerk-Treasurer**