

Carlton City Council
Meeting Minutes
Wednesday, June 10, 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; Library Director: Jodie Johnson

Others Present: Ann Gustafson, Joe Broneak, Rhonda Broneak, Shari Olson

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Bodie and seconded by Councilor Coleman Lyng 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, May 13, 2026

4.02 Approval of Bills: Exhibit A dated June 10, 2026, in the amount of \$92,063.08. (\$66,459.16 electronic and \$25,603.92 by check).

4.03 Approval of Bills: Exhibit B dated June 10, 2026, presented at meeting in the amount of \$48,154.96 (\$24,229.36 electronic and \$23,925.60 by check).

4.04 Approval of Check Numbers: 37987 – 38027; Electronic Checks: 20260439e – 20260446e; 20260501e – 20260532e; Payroll: 508291e; 508318e; 508333e 508361e

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: EMT: Sam Cooley, Eion Henry

A Motion was made by Councilor Sobczak 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

5.01 Shari Olson – Carlton HRA

Shari asked City Council if they would consider giving up the Payment in Lieu of Taxes (PILOT) for the Woodland Pines Building. This would be approximately \$2,300 on the levy. Council will consider this when budgeting for 2027.

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 6:09pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

6.00 Public Hearings/Planning Commission Meeting

6.01 Variance Application – Joe Broneak, 93 Dalles Avenue

Applicant is requesting to build a 1,440 square foot accessory structure which is 440 square feet larger than the allowed size.

A recommendation to approve the variance request was made by B. Bodie and seconded by D. Sobczak.

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to resume the Regular Council Meeting, the time being 6:12pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

7.00 Petitions, Communications and Correspondence

7.01 Cloquet Area Fire District (CAFD) – Exploration of a Joint Powers Agreement (JPA) for Shared Aerial Apparatus.

Since the City Aerial Truck is not on the Capital Outlay Replacement list in the near future, Council is not interested in exploring the JPA for shared Aerial Apparatus at this time.

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2026-11: A Planning Commission Report Recommending Approval of the Application for a Conditional Use Permit; and a City Council Resolution Approving the Application
A Motion was made by Councilor MacDonald and seconded by Councilor Bodie approving Resolution 2026-11 approving the Conditional Use Permit Application for 510 South Avenue. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.02 Resolution 2026-12: A Resolution Accepting Donations to the City

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak approving Resolution 2026-12 accepting a donation to the City of Carlton. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.03 Resolution 2026-13: A Resolution Accepting Donations to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng approving Resolution 2026-13 accepting a donation to the Carlton Area Library. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.04 Resolution 2026-14: A Resolution Accepting a Grant to the City

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak approving Resolution 2026-14 accepting a grant to the City of Carlton. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

8.05 Personnel Policy Updates

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to update the Personnel Policy as presented. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

9.00 Project Updates

9.01 2027 Street Projects

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve assessing Per Lot for the 2027 Street Project. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Unfinished Business

10.01 Thomson Neighborhood Trail

Ann Gustafson inquired about the possibility of the City purchasing land from a resident on Myra Avenue to establish a Permanent Public Access Easement from Myra Avenue to the Munger Trail. Another option to establish a trail connection would be a sidewalk along Hwy 210 from Vermillion Street to the Munger Trail.

11.00 New Business

11.01 Remove TTY Phone Line

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to remove the TTY Phone Line. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.02 School Bus Garage

A meeting was held with Carlton County and Carlton School District on the status of the merger and options for the high school which will be vacant after the 2025/2026 school year. The Carlton County EDA had indicated they could possibly get a grant to tear the building down. If they cannot get a grant and the County spends the money to tear it down the option of the City getting the bus garage may not happen.

11.03 Extra Patrol Bar Fees for Carlton Daze

The amount will be the same as 2025.

11.04 Hiring of Linda Peterson for Custodian Position

A **Motion** was made by Councilor Coleman Lyng and seconded by Councilor Bodie to approve the hiring of Linda Peterson with the wage being \$19.23 per hour. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.05 Physical Assessment Testing for Library Employees

A **Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to send the Library Aide job description to Occupational Therapy Department at Community Memorial Hospital to develop a physical fitness testing for the library aide position. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.06 Temp Hire for Library

A **Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the hiring of Kaitlyn Johnson as a temporary library aide. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.07 Election Judge approval

A **Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the following 2026 Election Judges: Cathie Anderson, Justin Japs, Cindy MaCaulay, Kitty O'Hara-Bureau, Larry Penk, Rosemary Tobin, Tracy Moehrke, Shelly Tengesdal, Seth Wynands The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.08 Ambulance Charges – Base Rate/Mileage

No change will be made to the base rate and mileage charges.

11.09 Conditional Job Offer

A **Motion** was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve making a job offer to the following people contingent on passing all pre-employment requirements: Serena Larudan, Amanda Killen, Benjamin Blomberg, Andrew Mayer, Danile Eggert. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.10 Lift Station Rebuild

A **Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to allow the Public Works Superintendent and Clerk/Treasurer to select the most favorable quote for the lift station rebuild . The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

May 2026

- The snow is gone and the ground is thawed so burials at the cemetery have started. We did locates for 5 burials during the month of May and for 2 burials the 1st part of June.
- Planning for Carlton Daze has started so an application was submitted to MNDot for road closures and
- CADC has been meeting and planning for a Grand Opening of South Terrace Courts that will take place that weekend. The Lions Club will also be hosting a Pickleball Tournament that weekend.
- The Annual Building Expense/Revenue report was submitted to the State. Total fee revenue for 2025 was \$17,671 and total expenses were \$14,145.
- A letter was sent to a resident about fence regulations. The resident will comply with the regulations.
- During the month I also attended meetings, webinars and training sessions.
- 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
- 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 ethernet 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 tracks, original buyer never showed up.
- Functional exercises with Chemstar in July of 2026
- Looking at different relief retirement options – PERA Meeting May 26th
 - Filling out the cost analysis benefit form
 - Biggest advantage is to save on Audit costs and transfers between departments
 - Biggest disadvantage is that you lose control of the money
- 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
 - Why = “Sustainability of people and money for Carlton County fire department”
 - Next meeting to discuss the what
 - Lots of discussion, anxiousness and excitement about what things look like.

- Transportation night May 14th – went well.
- CAFD and Esko Fire meeting to discuss ladder truck and future planning
- Celebration of life for Mahtowa Fire chief Jim Fundine
- Lots of training and calls
- Aerial inspection in June

12.04 Ambulance Manager

- Continue to onboard new EMT's
- Continue to work on staffing and scheduling to fill shifts
- Adopt-A-Highway
- Ambulance to elementary school for preschool students
- Transportation night
- Attended Image Trend Conference
- Hosted Memorial Blood Center Blood Drive
- CCEMS association meeting
- NERTAC Meeting

Call breakdown through May:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	7	1.82%
Grass Fire	9	2.34%
Hazardous Conditions (CO alarm, smell of gas, etc.)	11	2.86%
Medical	314	81.56%
MVC	19	4.94%
Public Assist	2	0.52%
Rescue	3	0.78%
Structure Fire	12	3.12%
Transfer	2	0.52%
Vehicle Fire	6	1.56%
	Total: 385	Total: 100.00%

12.05 Building Official Report

12.06 Library Report – Jodie Johnson

May 2026

- We have been working with ALS to get our check in/out program working on the desktop compute after a server issue.
- Jodie attended the Library Director meeting and report training in Mountain Iron.
- All staff have been preparing for the Summer Reading Program. We have many different activities lined up. June 16 @5:30 will be a craft night using pool noodles.
- Barb and Cathie continue to add donated books.
- Summer activity handouts to the schools.
- We will be starting a Second Friday Adult Board Game Night in June. We are also looking at an adult Lego activity night.
- Barb is working on the reports from the April inventory.
- Jodie & Cathie are putting activities in the local papers.
- Created a poetry book from the April entries.
- Handed out prizes for the bookmarks & poetry entries.
- Patron visits: 77 visits – no class visits this month
- Take and Make project: 25 were taken by patrons
- Second Saturday Crafts – May 9: 7 participants
- Rate Your Read Book Club – May 16: 2 participants
- Volunteer hours: 2 hours

ADULT BOARD GAME NIGHT

Who: Adults that like board games

What: Board games and socializing

Why: To socialize while playing board games

Where: Carlton Area Public Library Activity Room;
310 Chestnut Avenue, Carlton

When: 6:00 pm - 8:00 pm on the Second Friday of the month



Carlton Area Public Library

310 Chestnut Ave Carlton MN 55718 218-384-3322

12.07 Council Member Report

12.08 Mayor Report

13.00 Recap Action Items

13.01 Variance Application

A **Motion** was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Variance Application submitted by Joe Broneak, 93 Dalles Avenue, per recommendation of the Planning Commission. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Office Closed: Friday, June 19, 2026 – Juneteenth Day

14.02 Office Closed: Friday, July 3, 2026, in Observance of the 4th of July

14.03 City Council Meeting: Wednesday, July 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 7:09pm. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Respectfully Submitted,

Carol Conway

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Clerk-Treasurer