

Carlton City Council
Meeting Minutes
Wednesday, July 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: Brent Bodie

Staff Present: Clerk/Treasurer, Carol Conway; Public Works Superintendent, Derek Wolf; Library Director: Jodie Johnson

Others Present: City Attorney: Bill Helwig; County Attorney, Jeff Boucher

3.00 Approve Agenda (Agenda Additions/Deletions)

A **Motion** was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve the agenda with the following additions: **11.08 Short Term Rental Application and 11.09 Election Judge Pay.** The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

4.00 Consent Agenda:

4.01 Approval of the Minutes: Regular Meeting, June 10, 2026

4.02 Approval of Bills: Exhibit A dated July 8, 2026, in the amount of \$105,569.97. (\$47,824.42 electronic and \$57,745.55 by check).

4.03 Approval of Bills: Exhibit B dated July 8, 2026, presented at meeting in the amount of \$46,056.07 (\$38,625.79 electronic and \$7,430.28 by check).

4.04 Approval of Check Numbers: 38028-38074; Electronic Checks: *20260601e – 20260634e*
Payroll: *508385e, 508401e, 508416e, 508428e*

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 Sobczak and seconded by Councilor Coleman Lyng to approve the Consent Agenda as presented. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

5.00 Presentations and Guests

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

7.01 Communication from MN State Demographer

April 1, 2025 population estimate is 965

April 1 2025 household estimate is 437

7.02 Water System Leak Survey Report

Two (2) hydrant leaks were found. They have been repaired

7.03 Thank you from North Country Ride for the Charitable Gambling Donation

7.04 Candidate Filing Period for General Election: July 14 2026 – July 28, 2026

Mayor and two (2) Council Seats up for re-election.

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2026-15: A Resolution Accepting Donations to the City

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak approving Resolution 2026-15 accepting a donation to the Carlton Area Library. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 Project Updates

9.01 2027 Street Projects

Waiting for the Project Priority List (PPL) to come out. City Engineer will be ramping up design in the next few weeks.

10.00 Unfinished Business

10.01 Thomson Neighborhood Trail

10.02 School Bus Garage

A meeting will be held on Friday, June 10, 2026 with County Officials.

11.00 New Business

11.01 LG220 Application from Wrenshall Area SnoSharks Snowmobile Club

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the LG220 submitted by the Wrenshall Area SnoSharks. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.02 Bulldog at Carlton High School

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to place the Carlton High School Bulldog at the Four Seasons Event Center. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.03 Tire Quote

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the tire quote submitted by TRG Truck Repair LLC for Fire Tanker #612. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.04 Capital Improvement Spreadsheet

The Capital Improvement Spreadsheet was updated to include additional roads that will need reconstruction/repairs in the next few years.

11.05 Sophia Litynski off Probation

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the permanent hire of Sophia Litynski and to increase pay by \$1.00 for Sophia Litynski and Victor Berglund. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.06 Peddler Application

A Motion was made by Councilor Sobczak and seconded by Councilor Coleman Lyng to approve the Peddler Application submitted by Bowlz and Thangz. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.07 Supplemental Liquor License for Carlton Daze

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to approve the Supplemental Liquor License Applications submitted by Carlton VFW 2962 and Third Base Bar. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.08 Short-Term Rental Application

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the Short-Term Rental Application for 15 Vermillion St. on the condition that all the required documentation is submitted. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.09 Election Judge Wages

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to set the 2026 Election Judge wages at \$15.00 per hour. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

June 2026

- TIF Annual Reporting was submitted which finally completes all the required annual reporting for 2025, only six more months before it starts again. The school bus garage continues to be an item of conversation.
- The consolidation of Carlton and Wrenshall School districts will leave the Carlton High School Property vacant. City, County and School officials have been meeting the past few months to determine the best options for the site. The City has a Memorandum of Understanding with the School District for First Right of Refusal for the parcel with the bus garage. The County would like to acquire the entire site, including the bus garage site. City Staff met with Commission Bodie on this subject. The conversation continues.
- This is an election year, so Jodie and I have been attending Election Judge Training. This year Carlton will be having Electronic Registration using an iPad so additional training will be held in July.
- CADC has been meeting and will be holding a Grand Opening of South Terrace Courts on Saturday, July 25, 2026, time is tentative set for noon. The Lions Club will be hosting a Pickleball Tournament the same day.
- Letters were written and delivered to residents about the possibility of a Public Access Trail from Myra Avenue to the Munger Trail. Waiting for a response from the residents.

12.02 Public Works – Derek Wolf

Twin Lakes

- Lift station monitoring
- Water sampling
- Locates
- Power outages

City

- South Terrace Courts -
 - Painting spring
 - More benches
- Record drawing review booster station and meter station – still working with engineer for small changes
- Lift station rebuild spec and pricing – waiting on second price
- Locates
- MNWARN meeting in May – looking to rebrand
- Prep cemetery for Memorial Day.
 - Crews did a nice job cleaning it up
- Dig Graves
- CCR report due - complete
- Lead and copper due
 - Worked with MSA to flush out a few of the validation updates, submitted to MDH
- Meeting with School and County about bus garage – on going
- Disc Golf Signs
- Meeting with Greenhouse to discuss 6th street project

- Meeting with WLSSD on 6th street
- HWY 45 meeting
- Leak detection on water system

12.03 Fire Chief Report – Chief Derek Wolf

- UTV committee: completed
- Functional exercises with Chemstar in July of 2026
 - Will have message boards for notifications
- Looking at different relief retirement options – PERA Meeting May 26th
 - Filling out the cost analyst benefit form
 - Biggest advantage is save on Audit cost and transfers between departments
 - Biggest disadvantage you lose control of the money
 - Need to meet as a dept to see what is next
- Chiefs meeting discussion to have Fire Marshalls office help facilitate county wide FD meeting on long term planning. Meeting on April 22nd
 - Why = “*Sustainability of people and money for Carlton County fire department*”
 - What = Split County into regions/districts.
 - Lots of discussion, anxiousness and excitement about what things look like.
 - Next meeting will decide the regions
 - Ambulance services meeting separate subcommittee to discuss future and what sustainability looks like.
- Aerial inspection in June
- Several calls to Jay Cooke Park
- Vehicle repairs, 609 and 606
- Training on water pumping, used portable pump
- Carlton Daze Prep
- Brickyard daze and Esko fun day

12.04 Ambulance Manager

- Continue to onboard new EMT’s
- Continue to work on staffing and scheduling to fill shifts
- Provided EMS coverage for Black Bear Casino’s Bear Bash event
- Held paid on call EMT interviews
- Hosted CPR Class for Bulldogs Kids Care staff

Call breakdown through June:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	11	2.30%
Grass Fire	9	1.88%
Hazardous Conditions (CO alarm, smell of gas, etc.)	15	3.13%
Medical	395	82.46%
MVC	20	4.18%
Public Assist	3	0.63%
Rescue	3	0.63%
Structure Fire	14	2.92%
Transfer	2	0.42%
Vehicle Fire	7	1.46%
Total: 479		Total: 100.00%

12.05 Building Official Report

12.06 Library Report – Jodie Johnson

June 2026

- ALS got our check in/out program working on the desktop computer after a server issue.
- Barb continues to add donated books.
- Kaitlyn is filling in as needed.
- We will have a teen/adult bracelet weaving take and make for August.
- The Summer Reading Program is ongoing until the end of August.

- Kids Stuff – Reptiles at the Library: 17 participants
- Legacy - Jolly Pops concert: 9 participants

- Patron visits: 131 visits
- Take and Make project: 55 were taken by patrons
- Second Saturday Crafts: 4 participants
- Second Friday Board Games: staff only – will continue to try this
- Rate Your Read Book Club: 3 participants
- Volunteer hours: 22 hours

12.07 Council Member Report

12.08 Mayor Report

13.00 Recap Action Items

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Carlton Daze: July 25 – 27, 2026

14.02 City Council Meeting: Wednesday, August 12, 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 7:14pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

**Carol Conway
Clerk-Treasurer**