

Carlton City Council
Meeting Minutes
Wednesday, August 12, 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:

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

Others Present: City Attorney: Bill Helwig; City Engineer: Trent Prigge, Bill Dower

3.00 Approve Agenda (Agenda Additions/Deletions)

A **Motion** was made by Councilor Coleman Lyng and seconded by Councilor MacDonald to approve the 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, July 8, 2026

4.02 Approval of Bills: Exhibit A dated August 12, 2026, in the amount of \$368,466.48. (\$302,865.89 electronic and \$65,600.59 by check).

4.03 Approval of Bills: Exhibit B dated August 12, 2026, presented at meeting in the amount of \$27,786.63 (\$18,310.20 electronic and \$9,476.43 by check).

4.04 Approval of Check Numbers: 38078 - 38127; Void: 38075-38077; Electronic Checks: 20260701e – 20260728e Payroll: 508453e, 508469e, 508497e

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: Alexa Zarn, EMT

A **Motion** was made by Councilor Bodie 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

6.00 Public Hearings/Planning Commission Meeting

7.00 Petitions, Communications and Correspondence

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2026-16: A Resolution for Governing Bodies to Join the Statewide Volunteer Firefighter Defined Benefit Plan (SVF DBP)

A **Motion** was made by Councilor Sobczak and seconded by Councilor Coleman Lyng approving Resolution 2026-16 authorizing the Carlton Relief Association to join SVF DBP. The motion passed with Council Member Brent Bodie abstaining.

Aye: 4 Nay: 0 Absent: 0 Abstain: 1

9.00 Project Updates

9.01 2027 Street Projects

***Feasibility Study**

The feasibility study is being prepared. The assessment piece will be added to the final draft.

***Assessment Policy**

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to approve a 25% assessment at five (5%) percent interest to all developable property in the reconstruction area. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.00 Unfinished Business

10.01 Thomson Neighborhood Trail

Mr. Dower attended the meeting in response to a letter from the city council about the possibility of a trail across his property to access the Munger Trail. He is not willing to give a Permanent Public Access Easement but is willing to allow residents to use the driveway on the East side of his property to access the existing footpath that connects to the Munger Trail.

A **Motion** was made by Councilor Bodie and seconded by Councilor Sobczak to remove this item from the agenda. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

10.02 School Bus Garage

A **Motion** was made by Councilor MacDonald and seconded by Councilor Sobczak to authorize Bill Helwig, City Attorney to send a Resolution to the School District approving conveyance of the Carlton High School site to the City. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.00 New Business

11.01 Peddler Permit Application

A **Motion** was made by Councilor MacDonald and seconded by Bodie to approve the Peddler Application submitted by Mart Min to sell education books in city limits. Also, to allow the Clerk or Deputy Clerk to approve this type of peddler permit application in the future. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.02 Request from the Carlton Relief Association to have liquor at the Fire Hall on September 12, 2026

A **Motion** was made by Councilor Sobczak and seconded by Councilor MacDonald to allow the Carlton Relief Association to provide liquor at the annual Retire Steak Fry on September 12, 2026. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.03 Carlton Daze Wrap Up

Vendors set up in 4 Season's parking lot must disconnect from the electrical box during the 5K race. The VFW must put fencing (i.e. snow fence) around the perimeter of their tent if the sides are going to be open.

11.04 11.04 Attendance and Training Policy Quarterly Review

A Motion was made by Councilor MacDonald and seconded by Councilor Coleman Lyng to send termination letters to the EMT's who have not met the attendance and training requirements for the past two (2) quarters. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.05 Carlton Area Development Corporation – money owed to City for South Terrace Courts

A Motion was made by Councilor Sobczak and seconded by Councilor Bodie to request \$10,000 be paid to the City now and an additional \$10,000 be paid when more money is raised. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.06 Simple Lot Split

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve the Simple Lot Split Application submitted by Troy Gregg. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.07 Transfer of Funds

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the transfer of \$47,500 from Fund 110 to Fund 410. This was a 2025 budgeted amount that did not get transferred at the end of 2025. Also, transfer 2026 budgeted amount of \$50,000 from Fund 110 to Fund 410. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.08 LG220 Nicholson-Sellgren VFW 2962

A Motion was made by Councilor Bodie and seconded by Councilor Sobczak to approve the LG220 submitted by VFW 2962. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.09 2nd Quarter Ambulance Write-Offs

A Motion was made by Councilor Bodie and seconded by Councilor MacDonald to approve 2nd Quarter Ambulance Write-Offs in the amount of \$114,984.95. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

Councilor Bodie left the meeting at 7:13pm

11.10 Sunrise Drive Subdivision

The City Engineer and City Attorney would like to see the bump-outs at the end the platted road be straightened out. The City Clerk will reach out to the developer to inform him of the requested change. A Planning Commission meeting will be held on Wednesday, September 9, 2026 @ 6:00pm for final approval of the Sunrise Drive Subdivision.

11.11 2027 Budget

Council directed the City Clerk to budget for a 5% levy increase. Budget workshop will be held September 2, 2026 @ 5:30pm.

11.12 Temporary Hire for the Library

A Motion was made to temporarily hire Susan Haataja as a library aide. A background check and drug screen have been waived for this new hire. The motion passed unanimously.

Aye: 5 Nay: 0 Absent: 0

11.13 Write Off Ambulance Run #26-562

A Motion was made by Mayor Soderstrom and seconded by Councilor Sobczak to write off \$1,230 for run #26-562. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report

July 2026

Discussions with Carlton County staff have been ongoing about the status of the high school property now that Carlton and Wrenshall School Districts are consolidating. Questions that are trying to be answered are: who should own the property, what should redevelopment look like (single family homes, apartments, low-income housing, etc.), should the bus garage be converted into a city public works garage. The City sent a letter to the School District informing them that the City does intend to exercise its rights under the terms of the Memorandum of Understanding. This gives the City and County more time to answer all questions.

City Staff and the City Engineer met with the owner of the Greenhouse to inform them of the street reconstruction project that will take place in 2027. Plans were discussed on how to keep the Greenhouse operating during the construction.

Carlton Daze was a huge success this year with the additions of the drone show, bubble dance party and the Ninja Anywhere obstacle course. Kudos go out to the Carlton Area Chamber of Commerce for these great additions. The Grand Opening of South Terrace Courts also took place with the Lion's Club hosting the 1st Annual Pickleball Tournament.

This past month has also kept me busy with meetings, election judge training, Poll Pad training and starting the 2027 budget.

12.02 Public Works – Derek Wolf

Twin Lakes

- Lift station monitoring
- Water sampling
- Locates

City

- South Terrace Courts - Complete
- Record drawing review booster station and meter station – still working with engineer for small changes
- Lift station rebuild spec and pricing – working through submittal
 - Met with electrician
 - Need to pour concrete
- Locates
- Lead and copper - GIS update complete
 - Samples due in August
- Meeting with School and County about bus garage – on going – lots of meetings
- Disc Golf Signs
- HWY 45 meeting and public meeting
- Cyber security breach in MN. City of Carlton not affected
- Carlton Daze prep
- SWDC meeting about cedar ave storm pond – hopefully funded next year
- 2027 Project meeting

12.03 Fire Chief Report – Chief Derek Wolf

- UTV committee: completed
 - Need to fix trailer gate
 - Accident, ongoing
- Functional exercises with Chemstar in Sept of 2026
 - Will have message boards for notifications
 - Changed date due to heat
- Looking at different relief retirement options – PERA Meeting May 26th
 - Relief association made a motion to move forward with PERA and increase to 3000 per year
 - Need council approval
- 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 – Still need to break into regions
 - Ambulance services meeting separate subcommittee to discuss future and what sustainability looks like.

- Ambulance committee met. Would like to move forward with a study.
- Pump testing and inspections
- Carlton Daze Prep
- Brickyard daze and Esko fun day
- MN power meeting at hydro dam about access and confined space

12.04 Ambulance Manager

- Continue to onboard new EMT's
- Continue to work on staffing and scheduling to fill shifts
- NERTAC Meeting
- CCEMS meeting
- Carlton Daze Events
- Ambulance to Brickyard Days Parade and Esko Fun days Parade
- National Night Out

Call breakdown through July:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	16	2.67%
Grass Fire	10	1.67%
Hazardous Conditions (CO alarm, smell of gas, etc.)	16	2.67%
Medical	500	83.33%
MVC	23	3.83%
Public Assist	3	0.50%
Rescue	5	0.83%
Structure Fire	16	2.67%
Transfer	3	0.50%
Vehicle Fire	8	1.33%
Total: 600		Total: 100.00%

12.05 Building Official Report

12.06 Library Report – Jodie Johnson

July 2026

- ✓ We have added over 90 large print books we received from Mail-A-Book discards.
- ✓ We have rearranged collections so the younger children's items are in one room.
- ✓ We will have teen/adult painting kits from ALS take and make for August.
- ✓ The Summer Reading Program is ongoing until the end of August.
- ✓ The Book & Bake sale was a huge success. The Friends made over \$1100.00.
- ✓ We are continuing the 3 monthly activities even though summer numbers are not consistent.
- Bugs @ the Library: 6 participants
- Book reading by author Erin Makela: 9 participants
- Patron visits: 112 visits
- Take and Make project: 35 were taken by patrons
- Bell Museum Science Activity Boxes: 29 were taken by patrons
- Second Saturday Crafts: 0 participants
- Second Friday Board Games: staff only – will continue to try this
- Rate Your Read Book Club: 0 participants
- Volunteer hours: 42 hours

July Take & Make Activities



12.07 Council Member Report

12.08 Mayor Report

13.00 Recap Action Items

14.00 UPCOMING MEETINGS AND EVENTS

14.01 Fire Board Meeting – Wednesday, August 19, 2026 @ 5:30pm at Twin Lakes Town Hall

14.02 City Council Meeting: Wednesday, September 9, 2026 @ 6:00pm

15.00 Adjournment

A Motion was made by Councilor Sobczak and seconded by Councilor MacDonald to adjourn the meeting, the time being 7:23pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

**Carol Conway
Clerk-Treasurer**