

Carlton City Council
Meeting Minutes
Wednesday, September 9, 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: Shari Olson, Daniel Stevens

3.00 Approve Agenda (Agenda Additions/Deletions)

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak to approve the 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, August 12, 2026

4.02 Approval of Bills: Exhibit A dated September 9, 2026, in the amount of \$67,627.40 (\$55,813.93 electronic and \$11,813.47 by check).

4.03 Approval of Bills: Exhibit B dated September 9, 2026, presented at meeting in the amount of \$32,078.83 (\$21,860.93 electronic and \$10,217.90 by check).

4.04 Approval of Check Numbers: 38128 - 38163; Electronic Checks: *20260801e – 20260834e*
Payroll: *508513e, 508538e, 508557e, 508569e*

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: John Holmes, Firefighter

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

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

Aye: 4 Nay: 0 Absent: 1

6.00 Public Hearings/Planning Commission Meeting

6.01 Planning Commission Meeting – Sunrise Drive Development

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to recommend approval of the Sunrise Drive Subdivision as presented. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to resume the Regular City Council Meeting, the time being 6:02pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

7.00 Petitions, Communications and Correspondence

8.00 Ordinances, Resolutions and Policies

8.01 Resolution 2026-17: A Planning Commission Report Recommending Approval of Sunrise Drive Development; and a City Council Resolution Approving the Development

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak approving Resolution 2026-17 approving the Sunrise Drive Development. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

8.02 Resolution 2026-18: A Resolution Making an Appointment to Carlton Housing and Rehabilitation Authority (HRA) Board of Directors

A Motion was made by Councilor Coleman Lyng and seconded by Councilor Sobczak approving Resolution 2026-18 making an appointment to the HRA Board of Directors. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

9.00 Project Updates

9.01 2027 Street Projects

Waiting on the IUP list to be released to see if the City will be receiving any PFA Funding for the project(s). Water Infrastructure Project Information Worksheets were completed and sent to Engineers for final information before being sent to PFA.

10.00 Unfinished Business

10.01 School Bus Garage/Property

City Attorney Bill Helwig is notifying the School District of the City's intent to purchase Parcel 15-180-0125. City is not ready to move forward with the purchase of the remaining School property at this time.

10.02 2027 Proposed Budget

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the Preliminary Budget as presented with a max 2026 Levy Payable in 2027 at 7.85%. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.00 New Business

11.01 Tuesday, November 10, 2026 Council Meeting – Change Date

Meeting date will remain on Tuesday, November 10, 2026 @ 6:00pm

11.02 2026 Longevity Raises for Derek Wolf (.54/hr), Carol Conway (.44/hr), Travis Polo (.13/hr)

A Motion was made by Councilor MacDonald and seconded by Councilor Sobczak to approve the 2026 Longevity Raises on employee anniversary dates. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.03 Tyler Psyck Fire Department Wage

A Motion was made by Mayor Soderstrom and seconded by Councilor MacDonald to continue to pay the monthly Fire Captain Wage. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.04 Fiber Build Out (IM ON Company)

IM ON Company would like to install fiber in Carlton in 2027/2028. This will not cost the City anything and will give residents another option for internet.

11.05 Assessment Letters

A Motion was made by Councilor MacDonald and seconded by Councilor Colman Lyng to send Assessment Certification Letters to the owners of the following properties: PID 15-010-0920, \$717.10; PID 15-510-1605, \$311.91; PID 15-120-0260, \$416.63. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

11.06 LG220 Application for Exempt Permit – VFW Auxiliary

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

Aye: 4 Nay: 0 Absent: 1

12.00 Staff and Committee Reports and Recommendations

12.01 Clerk Report – Carol Conway

August 2026

- ❖ A pallet load of computers, laptops, monitors, printers, screens and cables were recycled with P/C's for People. This was a great way to dispose of these items without having to pay for it.
- ❖ The Primary Election was held in August and there was a pretty good turnout of voters. We are expecting the same for November.
- ❖ There are still a lot of conversations going on about the school property. Hopefully all of the questions will be answered soon.
- ❖ The quarterly meeting was held with the Ambulance Advisory Committee, and the members were informed that the current staffing model is not working and either more full-time staff will need to be added, or we look at consolidating with Cloquet.
- ❖ The 2027 budget was the focus for August, but I also attended webinars on the water system breach and a Construction Manager at Risk (when to use one).
- ❖ Duties performed monthly are: agenda packets, meeting minutes, bank recon's, reviewing accounts payable, receivables and payroll.

12.02 Public Works – Derek Wolf

Twin Lakes

- Lift station monitoring
- Water sampling
- Locates

City

- Record drawing review booster station and meter station – still working with engineer for small changes - complete
- Lift station rebuild spec and pricing – working through submittal
 - Met with electrician
 - Need to pour concrete – complete
 - Waiting on laying block
 - Waiting on panel
- Locates
- Lead and copper -

- Samples due in August - complete
- Meeting with School and County about bus garage – on going –
 - Met with school about heating system
- Disc Golf Signs
- SWDC meeting about cedar ave storm pond – hopefully funded next year
- 2027 Project meeting
- Water training
- Sewer Cleaning
- WTP valve replacement – parts just showed up.

12.03 Fire Chief Report – Chief Derek Wolf

- UTV committee: completed
 - Need to fix trailer gate
- Functional exercises with Chemstar in Sept of 2026
 - Will have message boards for notifications
- Looking at different relief retirement options – PERA Meeting May 26th
 - Submitting resolutions
- 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
 - Carlton, CAFD, Esko, Wrenshall, Blackhoof, Mahtowa broke into regions. Discussion on what things look like. Need to come to meeting with different facts about service.
 - Ambulance services meeting separate subcommittee to discuss future and what sustainability looks like.
 - Looking at different option with CAFD vs on our own
 - Going to run cost analysis internally and will do study if council and advisor committee wants more
 - Cromwell is going for 300% increase in levy to start paid on call system on their own.
- Pump testing and inspections – passed
- New tires 612 – on going
- Training in Jay Cooke Park
- Training with Northern natural

12.04 Ambulance Manager

- Continue to onboard new EMT's
- New EMT Orientation for two new hires
- Continue to work on staffing and scheduling to fill shifts

- Provided Ambulance coverage at the Carlton County Fair for Horse Races and Demo Derby
- Fire safety discussion at Pine View Community meeting

Call breakdown through August:

Incident Type	Number of Runs	Percent of Total Runs
Fire Alarm	19	2.77%
Grass Fire	10	1.46%
Hazardous Conditions (CO alarm, smell of gas, etc.)	20	2.92%
Medical	572	83.38%
MVC	26	3.79%
Public Assist	4	0.58%
Rescue	5	0.73%
Structure Fire	19	2.77%
Transfer	3	0.44%
Vehicle Fire	8	1.17%
Total: 686		Total: 100.00%

12.05 Building Official Report

12.06 Library Report – Jodie Johnson

August 2026

- We have had a couple volunteers step up to fill in while staff is on medical leave. I hired Susan from Cloquet Library to work on Tuesdays and some Saturdays. She is doing a great job.
- I purchased a new book browser for reading level books so it is easier to look at the books.
- I am working on new fall activities for teens and adults including Kinusaiga- a Japanese craft, a quilt square challenge and a crochet granny square challenge.
- We will have teen/adult bracelet weaving take and make for September.
- The Summer Reading Program is ongoing until the end of August.
- We are continuing the 3 monthly activities even though summer numbers are not consistent.
- Patron visits: 114 visits
- Take and Make project: 33 were taken by patrons
- 321 Art Studio paint kits: 50 taken by patrons
- Second Saturday Crafts: 2 participants
- Second Friday Board Games: staff only – will continue to try this
- Rate Your Read Book Club: 0 participants
- Volunteer hours: 16 hours

August 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 Relief Retiree Steak Fry: Saturday, September 12, 2026 @ 5:00pm

14.02 City Council Meeting: Wednesday, October 14, 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 6:26 pm. The motion passed unanimously.

Aye: 4 Nay: 0 Absent: 1

Respectfully Submitted,

**Carol Conway
Clerk-Treasurer**