

CITY OF CARLOS

REGULAR COUNCIL MEETING MINUTES

April 9th, 2026

7:00 PM

City Hall – 109 1st St W, Carlos, MN 56319

Meeting available in person and via Zoom

1. Call to Order

Mayor Ronna Berghoff called the Regular Council Meeting to order at 7:00 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited at 7:00 p.m.

3. Roll Call

Present: Mayor Ronna Berghoff, Council Members Damon Bullock (Zoom) and Jon Trenne. Council member James Young is absent.

- Also Present: City Clerk Donna Eveslage, Fire Chief Colton Steidl-CFD, Jake Steidl-CFD, Public Works-Kalin Hacker, Mitchell Lease-Bolten & Menk, Clark Comer, Wesley Wright, Teresa Zwiig, Jackie Dokken
- Attending via Zoom: Katie Bullock, Sarah Swenson and Jordan White

a. Approval of Minutes

The March 12th, 2026, Regular Council Meeting minutes were reviewed.

Damon Bullock made a motion to approve the minutes. Jon Trenne seconded the motion. Motion carried. Yes-3 and No-0

4. Public Forum and Correspondence

- a. Auditor Presentation** – Jordan White from Lakes Area CPAs. Unmodified Opinion is what you are looking for each year which means that we have gone through all financial statements and financial information about the city of Carlos, and we did not find any major issues of everything we reviewed and appeared to be materially correct. Mayor Berghoff asked if the auditor would still like us to start a 227 and response was yes because in the future as the fire capital funds start to take more and more traction there will be not only interest income but also monies going out for that project.
- b. Driveway Improvement – 407 Douglas Avenue** – Resident Wesley Wright wants to add in a driveway on the south end of his property on 5th Street. He wants to put in a pea rock and gravel to park his work trailer. Sarah suggests the property owner have a survey of his property done so the property lines are correctly marked. City code needs to have what has been done turned back to what it was (pea rock/gravel back to grass). Driveway permits are needed because the driveway would cut through the road right away. Sarah suggested an ordinance change rather than a variance. First step is for Wesley to get the property surveyed and property lines stake and then get a driveway permit with a hand drawn map. Sarah will get the ordinance amendment drawn up to be published and approve at the May council meeting.

5. Reports of Officers, Boards, and Committees

a. City Treasurer Report

APRIL TREASURER REPORT

MAR 31 Balance City Checking Account:	\$293,273.14
MAR 31 Balance Saving Account at First Western:	\$456,112.00
MAR 31 Balance MPFA Debt Service Fund:	\$ 39,102.85

MAR 31 Bal CD#1242780 (Matures 10/19/26):	\$218,414.99
MAR 31 Bal Old National Saving Account:	\$199,028.99
MAR 31 Bal Old National CD (Matures 7/15/26 3.76%)	\$305,091.01
Total City of Carlos Assets as of MAR 31st:	\$1,511,022.98
MAR 31 CFD Saving Account:	\$157,005.30
MAR 31 Outstanding Checks	(\$ 947.39)
TOTAL BALANCE	\$1,667,080.89

Receipts for March totaled: \$42,078.21 Disbursements for March totaled: \$57,380.58
APRIL 2026 CLAIMS 3133-3156 and check #12350-12373

Date	Vendor	Claim#	Check#	Amount
4/9/2026	Ace Hardware	3133	12350	\$84.83
4/9/2026	Alex Rubbish	3134	12351	\$125.79
4/9/2026	Andy's Auto Repair	3135	12352	\$776.83
4/9/2026	Auto Value Parts	3136	12353	\$53.99
4/9/2026	AW Research	3137	12354	\$178.00
4/9/2026	Bolten & Menk	3138	12355	\$353.00
4/9/2026	Brother's Market Stores	3139	12356	\$280.38
4/9/2026	City of Alexandria	3140	12357	\$495.00
4/9/2026	D&D Distributing and Mfg	3141	12358	\$245.00
4/9/2026	Display Sales	3142	12359	\$346.20
4/9/2026	Douglas County Auditor/Treasurer's	3143	12360	\$306.00
4/9/2026	Douglas Cty Demo & Landfill	3144	12361	\$35.10
4/9/2026	Dakota Supply Group	3145	12362	\$119.67
4/9/2026	Evan Hacker	3146	12363	\$35.00
4/9/2026	Hawkins	3147	12364	\$2263.46
4/9/2026	Inspectron Inc	3148	12365	\$281.25
4/9/2026	I.U.O.E Local #70	3149	12366	\$213.00
4/9/2026	JA Fire Extinguisher Services LLC	3150	12367	\$206.00
4/9/2026	Lakes Area Excavating	3151	12368	\$780.00
4/9/2026	League of MN Cities	3152	12369	\$680.00
4/9/2026	Menards	3153	12370	\$68.63
4/9/2026	Carlos Firefighters Relief Assoc	3154	12371	\$1000.00
4/9/2026	Donna Eveslage	3155	12372	\$425.00
4/9/2026	Douglas County Sheriff's Office	3156	12373	\$928.20
	TOTAL			\$10,280.33

- John Trenne made a motion to approve the Treasurer's Report as presented and to authorize payment of claims numbers 3133-3156. Damon Bullock seconded the motion. Motion carried.

b. Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG MARCH 2026							
	City of Carlos	Belle River	Carlos Township	Alex Township	Mutual Aid	TOTALS	Weather
MEDICAL	0	1	3	0	0	4	
FIRE RESCUE	0	0	2	0	0	2	

- Katie Hansen first responder resigned due to her workload not allowing her to respond so she decided to step away.
- Behind the brush pile – will burn in sections with permission from area property owners and DNR.

- Jake Steidl inquired about check 3154 – money from the state Fire Fighters SPR Reimbursement supplement for volunteer firefighters that has to be submitted back.

c. Engineer’s Report: Mitchell Lease

- **2026 Seal Coat Improvement Project** – Plan specifications are complete with the county roads not included in the project. We reached out to the county, and they elected not to get involved in the project. If the council wishes to proceed with the project, we need approval of the plan and authorizing advertising for bids. Bid on paper next week with an opening bid of May 7 and then we will prepare a bid recommendation for consideration at the May council meeting.
- Damon Bullock made a motion to approve Resolution 2026.8. Jon Trenne seconded the motion. Motion carried. Yes-3 and No-0
- We are putting together a proposal to bring to the council meeting in May for doing an investigation for a new water tower.

d. Public Work Report: Kalin Hacker

- **LMC Safety & Loss Meeting** attended on April 1, 2026, in Alexandria
- **Department of Health** approved our Lead & Copper Site Plan for this summer
- **Mower** needs to replace the spindles on the mower. \$258 per spindle x 3 = \$774. Jon Trenne made a motion to approve purchasing the spindles. Damon Bullock seconded the motion. Motion carried. Yes-3 and No-0
- **Mower Bids** looking at quotes for possible trade.

e. Clerk’s Report: Donna Eveslage

- **Utility Billing** - Water meters were read on 3/31/2026, and utility bills were mailed on, 4/6/2026. 2 Past Due Notices were sent on 3/30/2026 to account 523 & 536.
 - **Newsletters** were mailed out with the water bills
- **Alex Irrigation & Landscaping, Inc** - Crabgrass Preventor/Fertilizer, please review document in OneDrive. Kalin is recommending that we do spring and early summer @ \$612.24 per application
- **2025 City Audit** - The audit summary presentation is tentatively scheduled for the April 9 Council Meeting, to be presented by Jordan White with Lakes Area CPAs.
- **CTAS – Fund Account (Federal Programs)** - Need to move funds from the General Fund to Federal Programs Fund to make it zero. Bills that were paid from the Federal Programs fund were higher than money received (COVID money). Need approval to transfer. Jon Trenne made a motion to transfer fund \$1758 from the **General Fund** to the **Federal Programs Fund** to zero out this account. Damon Bullock seconded the motion. Motion carried. Yes-3 and No-0
- **Records Management** - Work continues cleaning and reorganizing filing cabinets and office furniture in preparation for the upcoming office remodel.
- **Municipal Clerks & Finance Officers Association of Minnesota (MCFOA)** - Received a \$100 grant to go to the May 4-8th training in Brooklyn Center, Cost to attend \$640 - \$100 = \$540, Room rate - \$114 x 5 = \$570 (Embassy Suites by Hilton)
- **Personnel Policy** - Continue to work on reviewing and making updates of the City Personnel Policy.
- **Reminder Out of Office** - Vacation Notice: I will be out of the office April 12–19 and returning April 20. I will also be out April 22–23, with a tentative return to the office on April 24.

f. Sheriff’s Log – no concerns

g. Ball Park Committee Report – Spring cleanup begins, sprinkles will be turned on soon, other ballpark improvements during the 2026

6. Old Business

- a. New Fire Hall Update** – discussion on what happens next will be underway at the next few meetings. JPA is requesting that City of Carlos and Belle River Township split the cost of \$136,500 to complete the designs to move forward with obtaining the construction costs. Jon Trenne made a motion to approve paying for Ringdahl Architects fees for designing the Fire Hall, with the understanding that the JPA

would reimburse the city in some manner. Damon Bullok seconded the motion. Motion carried. Yes-3 and No-0

- b. **Nuisance Properties/Citizen Complaints** – council approved that I work with Inspectron, Inc on getting these letters out.
- c. **Painting the Office** – working on updating the office

7. New Business

- a. **Orderly Annexation Agreement** - Jon Trenne stated that looking at the industrial area from here to just west of Highway 29 it is \$16 million in property value. If we add that to our city's \$48 million, we will go up to \$64 million. We would have investigated the TIFF. It would raise their city portion from the township portion 10 times. It is all commercial property except for one house. The cost to the city to bring utilities out is a minimum of \$1 million. At this time this subject is tabled. Sarah volunteered as a source for information since they have experience in annexation.
- b. **Zwieg Service** – Jon Trenne made a motion for Zwieg Services to clean up the ballfield and city park. Damon Bullock seconded the motion. Motion carried. Yes-3 and No-0
- c. **City Attorney** – Damon Bullock made a motion to approve The Law Firm of Swenson & Lervick. Jon Trenne seconded the motion. Motion carried. Yes-3 and No-0

8. **Miscellaneous** – remaining council to review information on Share Point to keep our meetings moving long.

9. Reminder of Upcoming Events

- a. Council members were reminded to leave their computers powered on and plugged in for scheduled updates with Precision IT on May 15, 2026.
- b. City Cleanup Day – May 30th 8:30 – 11am

10. Adjournment

- a. Motion: Jon Trenne made a motion to adjourn the meeting. Second: Damon Bullock. Vote: Motion carried. Yes-3 and No-0

The meeting adjourned at 9:03 p.m.

Notes completed by:

Donna Eveslage
May 11, 2026