

MINUTES of: City of Carlos

Meeting was available to be attended in person or over Zoom.

City Hall/ Office, 109 1st St W Carlos, MN 56319 Thursday, December 11th, 2025 @ 6PM

Truth-In-Taxation Meeting

Mayor Ronna Berghoff called the Truth-in-Taxation Meeting to order at 6PM

- **Roll Call** – the following were present Mayor Ronna Berghoff, Council Person Jon Trenne, James Young and Damon Bullock. Ashley Wildman was present via Zoom. Donna Eveslage City Clerk.
- **Community Attendance** – none
- **Truth-in-Taxation** meeting adjourned at 6:15PM

Regular Council Meeting

Mayor Ronna Berghoff called the City of Carlos Regular Council Meeting to order at 7:00pm.

- **Pledge of Allegiance 7:00 pm**
- **Roll Call** - the following were present Mayor Ronna Berghoff, Council Persons Ashley Wildman and James Young via Zoom, Jon Trenne and Damon Bullock were present. In attendance: Jackie Dokken Deputy Clerk, City Clerk Donna Eveslage, Fire Chiefs Colton Steidl and Jacob Steild, Jared Voge with Bolton & Menk, Public Works Kalin Hacker, and Teresa Zwieg. Sarah Swedburg with Bolton & Menk via Zoom. Katie Bullock via Zoom.
- **Meeting Minutes from November 13th, 2025, and December 2nd, 2025, Budget Meeting, were reviewed.** Ashley Wildman made a motion to approve the minutes; Damon Bullock seconded. Motion Carried.
- **Mayor requested Petitions from the Public:**
 - **Ordinance No. 2025-12-11**, an ordinance amending the Carlos City Code TITLE XI, Chapter 114 Regarding Tobacco Regulation. Jon Trenne made a motion to approve, Damon Bullock seconded. Motion carried.
 - i. Sarah advised us that we ask the public and council if they have any questions/comment regarding the purposed ordinance. If none move forward with approval.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) City Treasurer Report

DECEMBER TREASURER REPORT

NOV 30 Balance City Checking Account:	\$227,121.51
NOV 30 Balance Saving Account at First Western:	\$450,699.18
NOV 30 Balance MPFA Debt Service Fund:	\$ 12,294.05
NOV 30 Bal CD#1242780 (Matures 3/18/26 3.96%:	\$214,208.52
NOV 30 Bal Old National Saving Account:	\$197,572.16
NOV 30 Bal Old National CD (Matures 2/15/26 4.05%)	<u>\$300,000.00</u>
Total City of Carlos Assets as of October 31st:	\$1,401,895.42

NOV 30 CFD Saving Account:	\$154,986.51
NOV 30 Outstanding Checks	(\$746.59)

Receipts for NOVEMBER totaled: \$63,181.57 Disbursements for NOVEMBER totaled: \$65,614.81

DECEMBER 2025 CLAIMS 3033-3055 and check #12228-12250

Date	Vendor	Claim#	Check#	Amount
12/11/2025	Ace Hardware	3033	12228	\$33.98
12/11/2025	Alex Rubbish	3034	12229	\$125.79
12/11/2025	Alex Irrigation & Landscaping	3035	12230	\$1,129.43
12/11/2025	AW Research Laboratories, Ins	3036	12231	\$296.00
12/11/2025	Matt Berghoff	3037	12232	\$12.98
12/11/2025	Bolten & Menk	3038	12233	\$1,817.00
12/11/2025	Brother's Market Stores	3039	12234	\$124.72
12/11/2025	Douglas Cty Sheriff's Office	3040	12235	\$901.20

12/11/2025	D&D Distributing and Mfg	3041	12236	\$240.00
12/11/2025	Gopher State One-Call	3042	12237	\$1.35
12/11/2025	Hawkins	3043	12238	\$97.70
12/11/2025	MN PEIP-C/O MMB Fiscal Services	3044	12239	\$648.70
12/11/2025	Menards	3045	12240	\$267.56
12/11/2025	Carlos Firefighters Relief Association	3046	12241	\$31,064.48
12/11/2025	MN Department of Health	3047	12242	\$587.37
12/11/2025	Minnesota Pump Works	3048	12243	\$1,994.00
12/11/2025	North Central International, LLC	3049	12244	\$269.85
12/11/2025	I.U.O.E, Local \$70	3050	12245	\$207.00
12/11/2025	IUOE National Training Fund	3051	12246	\$104.00
12/11/2025	RMB Environmental Laboratories, Inc	3052	12247	\$20.00
12/11/2025	Tim Sukke Excavating, Inc	3053	12248	\$850.00
12/11/2025	Thorton, Dolan, Bowen, Klecker	3054	12249	\$512.00
12/11/2025	Zwieg's Services	3055	12250	\$1,240.00
	TOTAL			\$42,545.11

Confirmed with council that I can move a \$1000.00 from the Carlos Main Checking to the Carlos Main Saving.

Damon Bullock made a motion to approve claim numbers 3033-3055; Jon Trenne seconded. Motion carried.

b.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG September 2025							
	<u>City of Carlos</u>	<u>Belle River</u>	<u>Carlos Township</u>	<u>Alex Township</u>	<u>Mutual Aid</u>	<u>TOTALS</u>	<u>Weather</u>
MEDICAL	4	0	3	0	0	7	
FIRE RESCUE	0	0	2	0	0	2	

- **Annual Elections** – Jake Steidl elected 1st Assistant Chief and TJ elected 2nd Assistant Chief, Evan Hacker elected New Training Officer replacing Erik Thesing.

c.) Engineer's Report: Jared Voge

- **Update to Alley Project between Herby's and Carlos Event Center**
 - The estimated cost for this project Option B was \$14,000.
 - It was recommended that Lakes Area Excavating be awarded the project as they came in at the lowest bid of \$8625
 - Ashley Wildman made a motion to approve Lakes Area Excavating to do the project, Damon Bullock seconded. Motion carried.
- **Update on Lead Service Line** – the Minnesota Department of Health stated “Your system is complete” so we are done with this project. On the PRIVATE side there are 2 residents that did not comply with the LSL project, we will continue to work with them in hopes we can get them completed and 1 resident that has galvanized pipe, there will be funding coming down the pike to get that updated. CITY side has several unknown pipes, which will be worked on next summer.

d.) Public Work Report: Kalin Hacker

- Motor starter went out at the pump station. Looking for a backup one on hand, \$109 with Tristate.
- Trying to keep up with the snow plowing around town. Called residents on Muryres to remove car.
- Christmas lights went up, need adaptors for them which are ordered.
- During the gas outage, one of the heaters at the watershed was out. Ellingson came out, one of the fan motors was seized.

e.) Clerk's Report: Donna Eveslage

- Meters were read on 12/1/2025 bills sent out on 12/5/2025.
 - Late Fees – \$389.57
- December 4-5 spent a lot of my days assisting the CenterPoint staff through outage.
- At this time, I booked rooms for the MCFOA Conference on **March 24-27 (CANCELED)** and MN Municipal Clerks Institute which is May 4-8. I booked them because they were only a handful of rooms left for both conference...I thought it is easier to cancel than miss out on the opportunity to attend
- Lead Service Line Project – we know have 2 properties left to reply. I had submitted the necessary reports MN Department of Health, they notified me that our system is complete.
- Worked with Eldorado on getting the sales tax setup for our business accounts
- Received dog complaint for address 106 W 7th Street. Sounds like this resident has several dogs (4 dogs and 2 puppies).
 - Council advised if dogs aren't licensed, they are non-compliant and advise residents kenneling ordinance
 - Spoke with resident they will complete the dog licenses. Trying to sell the puppies.
- I continue to work with CTAS on setting up medical insurance, HSA, stipend, and PFML on the system to calculate correctly after 1.1.2026
- Continue to work with Ronna on the Personnel Policy.
- I would like to take my floating holiday on 12/24/2025, is that okay?
 - Not using it for this designated date
- Post Office reached out regarding county roads with mailboxes.
 - Council feels that it is not reasonable for the city to take care of this. It is the residents responsible for removing the snow around mailbox.

f.) Sheriff's Log – good.

g.) Ball Park Committee Report – nothing to report

UNFINISHED BUSINESS

- A. New Fire Hall Update** – Hopefully in January as a JPA board they will decide on which way to go. 1) Morton lease option 2) Ringdahl Architects or 3) brining on Joe Sakko. Next Meeting, January 2026.
 - a. Reach out to the Rick Stanstead – add to the lease an Addendum so the JPA can the first right of refusal if they choose to sell the property.
- B. Nuisance Properties/Citizen Complaints** – 1) Kudos from resident on how the City of Carlos handle the Gas Outage and keeping the residents informed. 2) Dog/Puppies complaint at 106 W 7th St – excessive barking and running the fence. 3) 202 Carlos Ave as there are sounds like a rooster crowing excessively in the mornings.

NEW BUSINESS:

- A. Resolution 2025-12-11:** A RESOLUTION PROVIDING THE SUMMARY PUBLICATION OF ORDINANCE NO. 2025-12-11, AN ORDINANCE AMENDING THE CARLOS CITY CODE TITLE XI, CHAPTER 114 REGARDING TOBACCO REGULATIONS.
 - a. Ashley Wildman made a motion to approve the summary of Ordinance 2025-12-11, James Young seconded. Motion carried.
- B. Resolution 2025-12-11A:** City of Carlos Budget and Property Tax Levy for Fiscal Year 2026
 - a. Damon Bullock made a motion to approve the 2025-12-11A Budget and Property Tax Levey for 2026, Jon Trenne seconded the motion. Motion carried.
- C. Resolution 2025-12-11B:** Donation Acceptance – Carlos Lions donated \$500 to Fire Department
 - a. This is typically money to help with reimburse Turkey Bingo
 - b. Will transfer the \$500 to Carlos Fire Department Saving account.
 - c. Jon Trenne made a motion to approve the \$500 to the Fire Department, Ashley Wildman seconded the motion. Motion carried.
- D. Audit Engagement Letter/Contract**
 - a. Their quote is \$11,550 which is an increase from 2024.
 - b. Damon Bullock made a motion to approve the engagement letter; James Young seconded the motion.

Motion carried.

- E. Set Meeting Dates for 2026** – Regular Council meetings 1/8, 2/12, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10 and Budget meetings 6/16 @ 7PM and 12/1 Final Budget @ 6:30PM.
- F. Discuss Public Parking Areas** and possible parking areas – it was suggested that we use the property on Cty Rd 13 for parking. Sign for lease parking only. Will find a lease/contract for public parking and rates.
- G. Fee Schedule for 2026**
 - a. Going to work on cleaning up the Fee Schedule. Would like to remove the Building Permit Fees from the Fee Schedule because it is set by Inspector, add link to the website under the Building Permits which will provide that permit, fees and FAQ.
 - b. Discussion on changing the base fee for water and sewer – it was decided that we'd increase the Water/Waster Water to \$46, additional 1,000 gallons of water \$5.50 effective 1.1.2026
 - c. Planning/Zoning increases to Right-of-way Permit -\$400, Driveway Permit-\$200, \$400 to the following Conditional and Interim Use Permits, Variance, Rezoning, Vacation, Public Hearing Request or Special Council Meeting - \$600 and Refuse Collection License - \$150.00

MISCELLANEOUS

REMINDER of UPCOMING EVENTS

- A.** Council – please leave your computers on and plugged in for updates with Precision IT on 12/12/2025.
- B.** Send reminders to residents that the snow removal around Fire Hydrants and Mailbox are residents responsible.

ADJOURNMENT – Damon Bullock made a motion to adjourn the meeting; Jon Trenne seconded. Motion carried.
Meeting adjourned at 8:32 PM

NOTES COMPLETED BY: Donna Eveslage 12/17/2025