

## **Carlos Area Fire Joint Powers Agreement (JPA) Meeting Minutes**

**Date:** Monday, January 12, 2026

**Start Time:** 6:30 PM

**Location:** Carlos City Office

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### **1. Call to Order**

- Roll Call / Members Present
    - Ronna Berghoff, City of Carlos
    - Jon Trenne, City of Carlos
    - Jake Steidl, Carlos Fire Department
    - Colten Steidl, Carlos Fire Department Chief
    - Bill Krivanek, Carlos Township
    - Dwayne Waldorf, Carlos Township
    - Andy Miller, Belle River Township - Absent
    - Joe Cecko, Joe Cecko Construction
    - Jason Murray, Drown and Associates
    - Tom Toenjes, City of Carlos
    - Rod Meyer, Carlos Township Resident
    - Mike Modahl – Carlos Township Resident
  - Introduction of Board and those in attendance.
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### **2. Approval of Meeting Minutes**

- Review and approval of minutes from December 8<sup>th</sup>, 2025
    - Motion to approve minutes: **Krivanek, second Waldorf – Passed**
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### **3. Reports**

#### **a. Treasurer's Report**

- Treasurer's report. Current balance: \$9,966.53.

### **4. Old Business**

#### **a. Project Discussion**

- **Jason Murray**

- Discussed with the board the tax capacity and estimated market values, within the three entities. To help base JPA decisions about bonding and payments to make sure “its fair”. Based off of the numbers EMV vs. Tax Capacity is not that different.
- Do we consider adding in language to our JPA agreement that the JPA continues “ownership” of the fire hall vs “giving the building to the city” once the debt is repaid.
- Jason’s focus has been general obligation, since it’s the most financially reasonable. *Refer to his handout, and attached to these notes.*
- If the cost of the project is UNDER 2.4 million, it would not need to be published and there could not be a reverse referendum.
- General obligation certificate of indebtedness is only a township option, the city can not do this.

- **Joe Cecko**

- 72 ft span vs 80 ft span – would be feasible.
- If we stay under 2.4 million (\$200/sq foot) would decrease overall from 14,000 square feet to about 12,000 sq feet, about 2,000 sq feet less than what we had plan.
  - But based on conversation with fire department this could be appropriate BUT this number only includes hard construction cost, not soft cost. Building would then need to be about 2.1 to keep it under 2.4.

- **Meeting at City Office**

- People present – Dwayne Waldorf, Ronna Berghoff, Andy Miller, Mike Modahl, Tom Toenjes, Colten Steidl – Date 12/31/2025 8:30am.
  - Desire to move the fire department downtown of Carlos, especially since having a fire downtown and possibility of having a new lot to build on (which we don’t even know if that is availability).
  - Discussion about the downtown location, but it is a consensus of the JPA, Townships and City is that this does not feel to be the best option.
  - City of Carlos also noted a desire to create a revitalization plan for downtown to increase retail or businesses in the future, where putting a fire hall downtown would decrease the capacity to do this.

- **Taxable rate for residents’ cost for the fire hall**

- Separating the expense of Homes and buildings rather than using EMV. We were informed that separating the expense of structures, building or homes is *not possible* as they are affixed to the land and you can’t separate them is the response from Vicky Doeling at Douglas County when asking if we can only levy based off structures only and “not just grass”.

## 5. New Business

### a. Building Committee

- Committee Members:
  - Mike Swendsrud – Not Present
  - Lawrence Keenan – Not Present
  - Fire Department Members
    - 2-3 Fireman
- Discussion with Joe Cecko and Board determining how he will be helpful in the process
  - Solicit 2 CM at risk proposals
  - Running in paper for 2 cycles. (Joe can send us information on how to do this) and wording.
  - Motion to solicit CM at Risk proposals: **Waldorf, seconded Berghoff - Passed**

### b. Bonding

- Refer to new information from Jason Murray above and note the attached handouts.

### c. Distributing correct information to townships and city

- No discussion
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## 6. Miscellaneous

### a. None

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## 7. Next Meeting Date and Time

- Confirm: **January 26th, 2025 – 6:30 PM at Carlos City Hall**
  - Preliminary Agenda Items:
    - Continued discussion about conceptual designs, with the help of an architect and construction manager to guide decisions
    - Discuss next steps forward and prep for Township Annual meetings, so prepared with clearer numbers for conceptual design to educate Carlos and Belle River Township residents.
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## 8. Adjournment

- Motion to adjourn: **Berghoff, second Waldorf – passed.**
- Adjournment time recorded: 8:14 pm
- Notes completed by: Ronna Berghoff, Carlos Area Fire JPA, Secretary; City of Carlos, Mayor

**JPA BOARD CONTACT INFORMATION:**

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**Values used for the Proposed TNT 2025/Pay 2026 (THESE ARE PRELIMINARY):**

<b>BASED ON FULL CARLOS TOWNSHIP</b>				
	<b>BASED ON EMV</b>		<b>BASED ON TAX CAPACITY</b>	
	<b>Estimated</b>	<b>Percent</b>	<b>Tax</b>	<b>Percent</b>
	<b>Market Value</b>	<b>of Total</b>	<b>Capacity</b>	<b>of Total</b>
Carlos Township (Full Township)	977,923,700	83.56%	10,536,525	87.26%
City of Carlos	43,276,300	3.70%	401,370	3.32%
Belle River Township	149,178,900	12.75%	1,137,650	9.42%
Totals	1,170,378,900	100.00%	12,075,545	100.00%
<b>BASED ON CARLOS FIRE DEPARTMENT SERVICE AREA</b>				
	<b>BASED ON EMV</b>		<b>BASED ON TAX CAPACITY</b>	
	<b>Estimated</b>	<b>Percent</b>	<b>Tax</b>	<b>Percent</b>
	<b>Market Value</b>	<b>of Total</b>	<b>Capacity</b>	<b>of Total</b>
Carlos Township (Carlos Fire Only)	676,546,000	77.85%	7,277,371	82.54%
City of Carlos	43,276,300	4.98%	401,370	4.55%
Belle River Township	149,178,900	17.17%	1,137,650	12.90%
Totals	869,001,200	100.00%	8,816,391	100.00%

**2024 General Election Statistics:**

Local Unit	# of Participating Voters
Belle River	243
Carlos Township	1,679
City of Carlos	303
Total Participating	2,225

## **IF CARLOS TOWNSHIP ISSUES USING GENERAL OBLIGATION STATUTES**

As I have noted in our past conversations, it is beneficial to have one issuance for the JPA, with the issuer being Carlos Township due to its size and tax base. Here are the two options:

### **General Obligation Certificate of Indebtedness**

The township may issue this debt utilizing Minnesota Statutes, Section 366.095 authorizing the issuance of certificates of indebtedness within existing debt limits. Statutes limit the term of the borrowing for certificates to not more than 20 years. The statute also requires that if the amount of the certificates to be issued exceeds 0.25% of the market value of taxable property in the township, the certificates shall not be issued for at least ten days after publication in the official newspaper of the township. If within that time, a petition asking for an election on the proposition signed by voters equal to ten percent of the number of voters at the last regular town election is filed with the clerk, the certificates shall not be issued until their issuance has been approved by a majority of the votes cast on the question at a regular or special election. A tax levy shall be made to pay the principal and interest on the certificates as in the case of bonds.

The calculation is as follows:

Carlos Township EMV	977,923,700
Percentage for Publication	0.25%
Amount threshold for Publication	2,444,809.25

Do not  
have to publish  
if under  
2.4 million  
\$ NO Reverse  
Ref could  
happen

Number of signatures required for special election: 168 signatures

### **General Obligation Capital Improvement Bonds:**

This bond may be issued as a General Obligation Capital Improvement Bond. A capital improvement as defined by MS Section 475.521 is an "acquisition or betterment of public lands, buildings, or other improvements for a city hall, town hall, library, public safety facility, and public works facility," with a useful life of 5 years or more.

The Capital Improvement Plan ("CIP") is a document designed to anticipate capital improvement expenditures and schedule them over a five-year period. Upon completion of the CIP, the Township must publish and hold a public hearing and wait 30-days to see if voters block implementation of the plan by submitting a petition signed by 5% of registered voters in last general election. (This process is often referred to as "reverse referendum.") If no petition is received within the 30-day period, the Township may proceed. If the Township receives a valid petition, it can't issue this type of bond unless it is authorized via a referendum.

One of the statutory limitations with Capital Improvement Bonds is A municipality may not issue bonds under this section if the maximum amount of principal and interest to become due in any year on all the outstanding bonds issued under this section, including the bonds to be issued, will equal or exceed 0.16 percent of the estimated market value of property in the municipality. Calculation of the limit must be made using the

estimated market value for the taxes payable year in which the obligations are issued and sold. The calculation is as follows:

Carlos Township EMV	977,923,700
Max P & I Percentage	0.16%
Amount threshold for Publication	1,564,677.92

*max P & I*

Under CIP limitations, since the Township's population is less than 2,500 (net debt limits do NOT apply).

Number of signatures required for special election: 84 signatures

#### **IF CITY OF CARLOS ISSUES USING GENERAL OBLIGATION STATUTES**

##### **General Obligation Capital Improvement Bonds:**

This bond may be issued as a General Obligation Capital Improvement Bond. A capital improvement as defined by MS Section 475.521 is an "acquisition or betterment of public lands, buildings, or other improvements for a city hall, town hall, library, public safety facility, and public works facility," with a useful life of 5 years or more.

City of Carlos EMV	43,276,300
Max P & I Percentage	0.16%
Amount threshold for Publication	69,242.08

*max P & I*

*max borrowing for City of Carlos*

Number of signatures required for special election: 16 signatures

#### **IF THE NEW DISTRICT IS FORMED**

##### **General Obligation Capital Improvement Bonds:**

This bond may be issued as a General Obligation Capital Improvement Bond. A capital improvement as defined by MS Section 475.521 is an "acquisition or betterment of public lands, buildings, or other improvements for a city hall, town hall, library, public safety facility, and public works facility," with a useful life of 5 years or more.

EMV of All Entities	1,170,378,900
Max P & I Percentage	0.16%
Amount threshold for Publication	1,872,606.24

*max P & I*

Number of signatures required for special election: 112 signatures

To avoid a referendum, the only option for the entities individually or collectively, is Lease Purchase, utilizing Minnesota Statute 465.71.



		Percent of Total
Carlos City Est Market Value	\$43,276,300	3.7%
Carlos Township Est Market Value	\$977,923,700	83.6%
Belle River Township Est Market Value	\$149,178,900	12.7%
Carlos City Taxable Net Tax Capacity	\$401,370	3.3%
Carlos Township Taxable Net Tax Capacity	\$10,536,523	87.3%
Belle River Township Taxable Net Tax Capacity	\$1,137,650	9.4%
Total	\$1,170,378,900	100.0%

## Net Tax Capacity

