

Carlos Area Fire Joint Powers Agreement (JPA) Meeting Minutes

Date: Monday, May 11, 2026

Start Time: 6:30 PM

Location: Carlos Event Center

1. Call to Order

- Roll Call / Members Present
 - Ronna Berghoff, City of Carlos
 - Jon Trenne, City of Carlos
 - Colten Steidl, Carlos Fire Department Chief
 - Bill Krivanek, Carlos Township
 - Dwayne Waldorf, Carlos Township
 - Andy Miller, Belle River Township
 - Dustin Tomoson, Ringdahl Architects
 - Joe Cecko, Cecko Construction Co, CMAR for Carlos Area Fire JPA
 - Mike Swensrud, Carlos Township Resident and Building committee representative
 - Introduction of Board and those in attendance.
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2. Approval of Meeting Minutes

- Review and approval of minutes from April 27th, 2025
 - Motion to approve minutes: **Krivanek, second Waldorf – Passed**
 - A question was raised regarding Carlos township paying back the City of Carlos the portion of Ringdahl Architects bill if the bonding is passed. It was noted that Carlos Township residents will be wanting to see how the JPA was formed and what it exactly says.
 - We discussed the process of why the City of Carlos fronted the bill for Carlos townships to keep the project moving forward. Reviewed meeting minutes from 4.13.2026 to clarify that Carlos township will pay back only their portion of Ringdahl bill if the bonding and project moves forward. If it doesn't then that is the risk of City of Carlos.
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3. Reports

a. Treasurer's Report

1. \$9,966.53 starting balance, one check for \$1,500 cleared.
2. \$8,466.53 is the ending balance as of 4/30/2026
3. **Motion to approve: Waldorf, second Trenne – passed**

4. Old Business

a. Project Discussion

- Dustin, from Ringdahl Architects, presented current early concept design
- Joe, from Cecko Construction Co, was present to help aide in the discussion about timeline and helping maintain the budget.
- Talked about the current state of competitive bidding, the sooner the better, which helps the overall process.
- *Soil boring report, will be obtained from Bolton and Menk by Ronna.* As this was previously completed.
- The current concept design consists of:
 - 5 bays, garage doors on both sides. A wash bay is adjacent to the 5 drive through bays with decontamination room, shower room and mezzanine in the remainder of this bay. Discussed air flow and moisture in the wash bay.
 - Meeting room space for about 30-40 people (max capacity would approximately be 40); standard kitchen.
 - Locking the firehall and options of that system – discussed keys, keypad or cards/fobs – all depending on cost analysis. Keyed locks the least expensive option, key pad next expensive and key fobs the most expensive. The least expensive option may require changing the building keys due to turnover of firemen and could add future costs.
 - There does need to be a fire wall between apparatus bay and office/admin area.
 - Current design has 16 open lockers we will need up to 30, or re-use what we currently have.
 - Decon – washer, dryer, showers – one will have to be handicap accessible to be up to code. We have one washer currently and a drying system made of pipes and fans.
 - 14x14 garage doors – *discussed the size of the trucks and unique stacking of the trucks to fit the – Colton will get this to Dustin.*
 - The apparatus portion of the building is 120x75 and the administration portion is 50x40 – discussion between all members about types of construction and foundations all based cost options, longevity and purpose. Pole frame for both admin and apparatus bay.
 - Single trench running down the middle of the apparatus bay. Poly most cost effective, but will need to discuss with structural engineering.

- Storage 23x16 storage mezzanine above showers and bathrooms.
- Around the building – concrete apron, and the rest class 5 in order to keep design cost. Cecko Construction will chunk out with asphalt would increase the cost if added, as that is the long term goal.
- *FF&E – things that we don't already own, what would need to be included – so that we can't put prices on those objects and then make a decision if we want that included in bonding or buy later. Joe will also email a master list of FF&E.*
- Much of the discussion was surrounding specifications or wants but mostly went back to cost savings and ways to keep cost down.

5. New Business

a. Updates on project with Ringdahl architects as noted above.

b. Building Committee

- Committee Members:
 - Mike Swendsrud – Present
 - Lawrence Keenan – Not Present
 - Fire Department Members
 - 2-3 Fireman
- Contributed to the discussion noted above.

c. Brief discussion about hopeful timelines – bids around June/July, to make sure if needed we can get it on the ballot for November. The ballot cut off timeline is September.

6. Miscellaneous

a. None

7. Next Meeting Date and Time

- Confirm: ***June 8th, 2026 – 6:30 PM at Carlos City Hall this is a different time than normal to accommodate Memorial Day (a regular meeting date)***
- Preliminary Agenda Items:
 - Follow up with Ringdahl and Cecko Const. Co and see what they have completed to keep design process going.
 - Review what Dan Burns says about re-writing JPA agreement.

8. Adjournment

- Motion to adjourn: **Berghoff, second Waldorf – passed.**
- Adjournment time recorded: 8:23 pm
- Notes completed by: Ronna Berghoff, Carlos Area Fire JPA, Secretary; City of Carlos, Mayor

JPA BOARD CONTACT INFORMATION:

Dwayne Waldorf - Dwayne.waldorf@icloud.com; (320) 219-0409

Andy Miller - andysautorepair1@gmail.com; (320) 815-4142

Colten Steidl – cfd1251@gmail.com; (320) 766-0183

Bill Krivanek - bkrivanek1961@gmail.com; (320) 815-9751

Ronna Berghoff – rberghoff@cityofcarlos.com; (320) 491-1892

Jon Trenne – jtrenne@cityofcarlos.com; (320) 491-2126