

Carlos Area Fire Joint Powers Agreement (JPA) Meeting Minutes

Date: Monday, June 22, 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
 - Joe Cecko, Cecko Construction Co, CMAR for Carlos Area Fire JPA
 - Jake Steidl, Carlos Fire Department
 - Introduction of Board and those in attendance.
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2. Approval of Meeting Minutes

- Review and approval of minutes from June 8th, 2025-2026
 - Motion to approve minutes: **Waldorf, seconded Miller – Passed**
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3. Reports

a. Treasurer's Report

1. No Treasurers report.

4. Old Business

a. Project Discussion

- Dustin from Ringdahl Architects requested clarification from Bill regarding power for an emergency generator. The group discussed the natural gas special tariff fee, estimated at approximately \$1,100 per month from CenterPoint, and agreed that the cost seemed excessive for emergency-use-only service. A diesel generator was recommended for consideration.

5. New Business

a. Data Request and Response Process

- The Board discussed the Data Request received by the Carlos Area Fire JPA, as well as a separate Data Request served on Carlos Township.
- Members reviewed the Data Practices Act and considered recommendations from legal counsel for the City of Carlos and the ~~League of~~ Minnesota Association of Townships.
- Information compiled in SharePoint was reviewed as part of the response process.
- The Board discussed the logistics for gathering and disseminating responsive information to comply with the Data Request.
- Carlos Township will also address how they will move forward at their next meeting township meeting.

b. Recommendation from Dan Burns: about clarification and formalities to get a referendum question on the ballot in November for Carlos Townships

- August 3rd is the JPA meeting when we will look at bids and review to help solidify a budget
- ~~August 8th~~ August 6th Carlos Township meeting where they will make a vote and need to have a special meeting to vote on the wording for the ballot question. This needs to be into the County by August 10th

c. Bid Timing Recommendation: Joe Cecko recommended completing the bid phase before the referendum vote. If the referendum passes, having bids complete would allow the project to move forward more quickly. If only a budget estimate is available before the vote, the bid phase would need to be completed afterward, likely delaying construction until spring 2027.

- **Ronna made a motion to move forward with a firm bid number being on the referendum for Carlos Township, seconded by Miller – passed**

- Bid timeline still shooting for:

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- Cost estimate timeline Going directly to bid
- CMAR public bid process Noted below in a-f
- Design and bidding timeline to make the 7-29 publication: Not applicable due to decision to go to a referendum. Currently executing the bid process per updated timeline in red in preparation for drafting referendum question for submission before 8-11.
 - a. Request for subcontractor qualifications 6/25 6/24 – 7/8. Public notification was placed in the Echo Press for publication 7/26.
 - b. Bid ready plan documents In process.
 - c. Bid phase 6/29 – 7/16 7/13 – 7/28 at 2:00 PM
 - d. Present bids 7/20-8/3 at the 8/3 board meeting
 - e. The public notice would need to be submitted to “The Column” who handles public notices in the Echo Press by Monday 7-27 by 9:00 AM to

make the 7-29 publication. (*WE WILL CLAIIFY THIS*) Not applicable due to decision to go with referendum

- f. Understanding the deadline to notifying the Auditor for Referendum is 8/10

d. Building Committee

- Committee Members:
 - Mike Swendsrud – Not Present
 - Lawrence Keenan – Not Present
 - Fire Department Members
 - 2-3 Fireman

e. Getting information out:

- Public information meeting (Mid-October)
- Carlos Township meeting will be sending out a newsletter and explaining the project (Sept)
- Carlos Days – Information and flyer ready for parade, one page flyer offering a notice about the public meeting coming around Mid-October.
- Schedule meeting with a one on one interview with Echo Press or letter to Editor
- Open line

6. Miscellaneous

a. Discussion on how to inform our residents about the project to make a fully educated decision. – discussion just above.

b. *If referendum passes, how long until bond is secured and funds are available. Will clarify this timeline with Jason Murray.* – Approximately 60-90 days

7. Next Meeting Date and Time

- Confirm: **July 13th, 2026 – 6:30 PM at Carlos City Hall**
- Preliminary Agenda Items:
 - Follow up with Ringdahl and Cecko Const. Co and see what they have completed to keep design process going, bids and timeline process. Design should be complete and going out for bid.
 - Continue Discussion on how to inform public about the project to ensure they are able to make an informed decision in November.

8. Adjournment

- Motion to adjourn: **Berghoff, second Miller – passed.**
- Adjournment time recorded: 8:06 pm
- Notes completed by: Ronna Berghoff, Carlos Area Fire JPA, Secretary; City of Carlos, Mayor

JPA BOARD CONTACT INFORMATION:

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