

CITY OF CARLOS

REGULAR COUNCIL MEETING MINUTES

Meeting: Monthly Council Meeting

Date: July 9th, 2026

Attendance: Mayor Ronna Berghoff, Council members Jon Trenne, Damon Bullock, James Young and Wesley Wright. Colten Steidl and Jake Steidl with the CFD, Kalin Hacker Public Works, Mitchell Lease with Bolten & Menk, and Jackie Dokken Deputy Clerk. **Meeting was available in person and via Zoom Participants via Zoom:** Justin Kurtz.

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

- **Call to Order**

Mayor Ronna Berghoff called the Regular Council Meeting to order at 7:00pm

- **Pledge of Allegiance**

The Pledge of Allegiance was recited at 7:00pm

- **Approval of Minutes**

- James Young made a motion to approve the June 11th, 2026, City Council Meeting Minutes with corrections made to the nuisance section (“move” changed to “mow”) and check number 12412 updated to 12413 City Council Meeting Minutes. Jon Trenne seconded the motion. All Ayes. Motion carried.
- Jon Trenne made a motion to approve the June 16th, 2026, Budget Meeting Minutes. James Young seconded the motion. All Ayes. Motion carried.
 - Next Budget Committee Meeting is scheduled for **July 22nd, 2026 @ 6PM**

- **Public Forum and Correspondence**

- **Insurance Renewals** presented by **Clarke Comer**

- **Annual premium:**

- Overall, a 3% cost decrease
 - \$29,815.00 which includes both the Property & Casualty (\$24,249) and Work Compensation (\$5,566) renewal rates.
 - Deductible is \$2500 per incident. \$1M coverage per incident.
 - Jon Trenne made a motion to approval the renewal of Property & Casualty and Workers’ Compensation policies. James Young seconded the motion. All Ayes. Motion carried.

- **Reports of Officers, Boards, and Committees**

- **City Treasurer Report**

JULY TREASURER REPORT

June 30 Balance City Checking Account:	\$345,532.53
June 30 Balance Saving Account at First Western:	\$459,246.33
June 30 Balance MPFA Debt Service Fund:	\$ 71,156.09
June 30 Balance CD#1242780 (Matures 10/19/26):	\$218,414.99
June 30 Balance ON CD (Matures 7/15/26 3.76%)	\$305,091.01
June 30 Balance ON Saving Account:	<u>\$200,047.95</u>
Total City of Carlos Assets as of MAY 31st:	\$1,599,488.90

June 30 Balance CFD Saving Account:	\$158,084.21
June 30 Outstanding Checks	<u>(\$ 3,048.69)</u>
TOTAL BALANCE	\$1,754,524.42

Receipts for JUNE totaled: \$185,757.27 Disbursements for JUNE totaled: \$57,610.74

JUNE 2026 CLAIMS 3217-3244 and check #12439-12470

Date	Vendor	Claim#	Check#	Amount
7/2/2026	Stanley Niblett	Payroll	12439	\$9.23
7/2/2026	Steven Niblett	Payroll	12440	\$27.69
7/2/2026	Ted Niblett	Payroll	12441	\$9.23
7/2/2026	Adam Pitcher	Payroll	12442	\$27.69
7/9/2026	Ace Hardware	3217	12443	\$178.21
7/9/2026	Alex Rubbish	3218	12444	\$125.79
7/9/2026	Alex Rubbish	3219	12445	\$160.50
7/9/2026	Alexandria Technical College	3220	12446	\$663.05
7/9/2026	Alex Irrigation & Landscaping	3221	12447	\$327.34
7/9/2026	AW Research Laboratories, Inc	3222	12448	\$534.00
7/9/2026	Bolten & Menk	3223	12449	\$2,780.00
7/9/2026	Brother's Market Stores	3224	12450	\$332.59
7/9/2026	D&D Distributing and Mfg	3225	12451	\$245.00
7/9/2026	Donna Eveslage	3226	12452	\$49.30
7/9/2026	Donna Eveslage	3227	12453	\$425.00
7/9/2026	Douglas Cty Demolition Landfill	3228	12454	\$130.00
7/9/2026	Douglas County Sheriff's Office	3229	12455	\$928.20
7/9/2026	Dakota Supply Group	3230	12456	\$139.97
7/9/2026	Gopher State On-Call	3231	12457	\$9.45
7/9/2026	Inspectron, Inc	3232	12458	\$375.00
7/9/2026	Menards	3233	12459	\$148.28
7/9/2026	Midwest Pump Works	3234	12460	\$793.00
7/9/2026	MN Small Association of Small Cities	3235	12461	\$382.50
7/9/2026	NorthStar Medical Services	3236	12462	\$65.00
7/9/2026	Quality Equipment	3237	12463	\$506.82
7/9/2026	Ringdahl Architects, Inc	3238	12464	VOID
7/9/2026	Swenson Lervick	3239	12465	\$500.00
7/9/2026	Thornton, Dolan, Bowen, Klecker, Burkhammer	3240	12466	\$295.00
7/9/2026	USA BlueBook	3241	12467	\$155.92
7/9/2026	Vinco, Inc	3242	12468	\$7,651.00
7/9/2026	Lakes Area Excavating	3243	12469	\$10,858.50
7/9/2026	Carlos Area JPA	3244	12470	\$15,356.25
	TOTAL			\$44,115.67

- Council conducted a review of the July Treasurer's Report, including account balances, disbursements, and checks issued.
- **Vinco claim** – generator pad setup, which will be covered by a grant.
- Pull check from **Ringdahl Architects \$17,062.50** - \$1,706.25 (Belle River portion/Ronna will advise them of their amount due) = \$15,356.25 for Carlos Area JPA.
- Discussed **Lakes Area Excavating claim** for the Alley Project, this was reviewed with city engineer and approved. Will owe them another \$521
- Jon Trenne made a motion to approve the Treasurers Report with the following correction, VOID Ringdahl Architects check #12464, issue a corrected check to **Carlos Area JPA** for \$15,356.25 and claims #'s 3217-3244. Wesley Wright seconded the motion. All ayes. Motion carried.

- **Fire Department Report: Fire Chief Colten Steidl**

CARLOS FIRE DEPT. CALL LOG JUNE 2026							
	<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>
FIRE RESCUE	-	1	-	-	-	1	
MEDICAL	1	1	5	1	-	8	

- A reminder of the Carlos Street Dance this weekend (July 11th)
- **Engineer's Report: Mitchell Lease**
 - 2026 Seal Coat Improvement Project is complete, except LAPS will need to come back to fix a few problem areas. This was a result of the recent heavy rain washing away the dirt and seed. Appears to be draining away as designed.
 - No word on when the Seal Coat Project will begin. Once a construction date is set, there will be a preconstruction meeting which will be set up with public works and the clerk.
- **Public Work Report: Kalin Hacker & Justin Kurtz**
 - Justin Kurtz reported
 - **High Phosphorus Levels** in water discharge due to weather and geese activity.
 - Discussed **removal of Jeff** from the water license contact list.
 - Kalin Hacker reported
 - **Brush pile** was burnt on the 22nd of June. There has since been a new pile of lake weeds added to the brush pile in the past week (unable to identify the driver).
 - **Gate** for the entrance of the Brush Pile, came in at just over \$18,000; will find other options and discuss it later.
 - **Chlorine system leak** to be addressed with assistance of Justin
 - Cars Tree Service reached out about the large **brush pile and having it chipped** options reviewed (approx. \$3,000 cost); decision tabled.
 - **Lift Station** was inspected and looks good. They adjusted one of the pumps because there was a loss of GPM, adjusting the intake.
 - **MMUA** was here to do a mock **facility inspection** and **OSHA compliance** updates provided. Have a list of things to work through (general housekeeping items).
 - **Wayne** to cover duties during Kalin's absence the weekend of July 25-26, week of July 28-31 MWOA Conference in Grand Rapids.
 - Consideration of **extra chemical treatment** before fall to reduce phosphorus discharge.
- **Clerk's Report: Donna Eveslage**
 - **Utility Billing** - Utility bills were mailed on July 6, 2026. There are 9 currently accounts with past-due balances; 7 were sent Past Due Notices, 1 was sent Disconnect Notice, 1 Demand for Payment.
 - **Code Enforcement Policy** will become a procedure verses a policy encouraged this be an internal process verses an ordinance or resolution.
 - **CEDA Grant** - \$13,000 was awarded for project fund allocation (implementation in October 2026)
 - **Elections** – Created a new **Resolution 2026-12** Appointing Election Judges for the City of Carlos for the 2026 Elections, because on judge was unavailable. Reminded current council if they were interested in rerunning the 2026 election they'd need to complete the Affidavit of Candidacy by July 28th.
 - **Printer Purchase** – Approved **Brother MFP Color Laser 3700 series** for **\$770** with toner set at **\$88** each.
 - **Air conditioner maintenance** filters to be checked quarterly.

- **Blinds and council chairs** – discussion tabled until fire hall project progresses.
- **Sheriff's Log** – no concerns
- **Ball Park Committee Report – Kalin Hacker**
 - Maintenance handled by Kalin, such as mowing and irrigation.
 - **Carlos Baseball Association** – 100 children enrolled; discussion on implementing field use fees.
- **Old Business**
 - **New Fire Hall Update**
 - Construction management and architects preparing for bidding within two weeks.
 - Public referendum schedule for **November 2026**
 - **Informational meetings** planned with renderings and talking points for the residents.
 - **Nuisance Properties/Citizen Complaints**
 - Certified letter will be sent to 10 Carlos (tall grass, expired vehicle tabs)
 - **Unsafe building** near fire site to be boarded up before Saturday's event (7/11/2026). Will contact owner.
 - **School Property** children use motorized scooters and climbing pallets; school to be contacted.
 - **Main Street parking** notice to be posted requiring vehicle removal by Saturday 8AM
 - **Housing and Rental Housing Maintenance Code** – John and Donna will continue to work on the code, goal to have it effective by January 1st, 2027.
- **New Business**
 - **Old National CD** which matures on 7/17/2026. Jon Trenne made a motion to roll over CD, 12 months at 3.94%. Ronna Berghuff seconded the motion. All Ayes. Motioned carried.
 - **Resolution 2026-12** Appointing Election Judges for the City of Carlos for the 2026 Election Year. James Young made a motion to approve Resolution 2026-12. Motion was seconded by Jon Trenne. All ayes. Motion carried.
- **Miscellaneous** – nothing was reported or addressed.
- **Reminder of Upcoming Events**
 - Council members were reminded to leave their computers powered on and plugged in for scheduled updates with Precision IT on July 10th, 2026.
- **Adjournment**
 - Motion: James Young made a motion to adjourn the meeting. Wesley Wright seconded the motion. All Ayes. Motioned carried.

The meeting adjourned at 8:39 PM. The next regular council meeting will be scheduled for **August 13th, 2026**.

Notes completed by: **Donna Eveslage**