

# CITY OF CARLOS

## REGULAR COUNCIL MEETING MINUTES

**Meeting:** Monthly Council Meeting

**Date:** May 14, 2026

**Duration:** 18:42–20:39 (1h 57m)

**Attendance:** Mayor Ronna Berghoff, Council members Jon Trenne, Damon Bullock and James Young. Colten Steidl and Jake Steidl with the CFD, Kalin Hacker Public Works, Gary Akervick, Mitchell Lease and Jared Beg with Bolten & Menk, Dean Lindstrom Carlos Lions Club, Brian Moening, Jackie Dokken Deputy Clerk, Wesley Wright, and Teresa Zwieg. **Participants:** Justin Kurtz, Sarah Swedburg, and Sophia Grabow. **Meeting available in person and via Zoom**  
**Where:** City Hall – 109 1st St W, Carlos, MN 56319

### 1. Call to Order

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

### 2. Pledge of Allegiance

The Pledge of Allegiance was recited at 7:00pm

### 3. Approval of Minutes

The meeting opened with the approval of minutes from April 9th, 2026. Jon Trenne made a motion to approve the minutes. Damon Bullock seconded the motion. All Ayes

### 4. Public Forum and Correspondence

a. **Gary Akervik** – resident was advised to contact the county because this is on a county road.

#### b. Driveway Improvement – 407 Douglas Avenue

- Discussion centered on allowing three driveways on a residential property with a 100-ft lot.
- Bolten & Menk recommended limiting it to **two driveways**, considering **70-ft separation requirements** between driveways.
- Council debated safety near intersections and whether variances could be allowed for small lots.
- Final motion: **Approve two driveways**, with rear driveway width set at **19 ft**. James Young made a motion to approve the two driveways, with the rear driveway with set at 19ft . Jon Trenne seconded the motion. All Ayes

#### c. Ordinance Amendments – Setback Requirements

- Jared (Bolten & Menk) explained the proposal to **reduce rear yard setbacks** for primary structures from 30 ft to 20 ft to protect utility easements and reduce unnecessary variance requests.
- Sarah (Bolten & Menk) clarified that **accessory buildings (sheds, garages)** would maintain **5-ft setbacks**.
- After discussion, the council voted to amend and adopt the **20-ft setback ordinance for primary structures 1**.

#### d. Carlos Lions – Gaming Manager (Dean Lindstrom)

- Would like to apply for a gaming permit for the Event Center
- City is entitled rent which is not to exceed 10% of the gross profits for the month
- Termination Clause either party can terminate with a written 30-day notice
- No expense for the City
- Annual Fee (which is covered by the Carlos Lions)
- Council approved the Event Center to apply for the Gaming Permit.

5. Mayor Ronna Berghoff closed Regular Meeting @ 7:19PM.

6. Mayor Ronna Berghoff opens Public Hearing @ 7:19PM.

- a. There was no resident here to discuss Ordinance 2026.05.14 – Amending the Carlos City Code Title XV, Chapter 151, Section 151.21.E, R-1 Setback within the City of Carlos.
  - b. James Young made a motion pass Ordinance 2025.05.14 Amending the Rear Setup to 20 ft, Damon Bullock seconded the motion. All Ayes
  - c. Mayor Ronna Berghoff closes the Public Hearing @ 7:36PM
7. Mayor Ronna Berghoff reopened the Regular Council Meeting @ 7:36PM

**8. Reports of Officers, Boards, and Committees**

**a. City Treasurer Report**

**MAY TREASURER REPORT**

APR 30 Balance City Checking Account:	\$272,181.59
APR 30 Balance Saving Account at First Western:	\$457,142.92
APR 30 Balance MPFA Debt Service Fund:	\$ 49,761.10
APR 30 Bal CD#1242780 (Matures 10/19/26):	\$218,414.99
APR 30 Bal Old National Saving Account:	\$199,364.34
APR 30Bal Old National CD (Matures 7/15/26 3.76%)	<u>\$305,091.01</u>
<b>Total City of Carlos Assets as of APR 30<sup>th</sup>:</b>	<b>\$1,501,955.97</b>

APR 30 CFD Saving Account:	\$157,360.17
APR 30 Outstanding Checks	<u>(\$ 2025.39)</u>
<b>TOTAL BALANCE</b>	<b>\$1,657,290.75</b>

**Receipts for APRIL totaled: \$36,043.62      Disbursements for APRIL totaled: \$46,523.98**

**MAY 2026 CLAIMS 3157-3186 and check #12374-12403**

Date	Vendor	Claim#	Check#	Amount
5/14/2026	Ace Hardware	3157	12374	\$89.92
5/14/2026	Alex Irrigation & Landscaping	3158	12375	\$365.85
5/14/2026	Alex Rubbish	3159	12376	\$125.79
5/14/2026	Alexandria Area YMCA	3160	12377	\$500.00
5/14/2026	Community Education – Alexandria Schools	3161	12378	\$1,838.00
5/14/2026	Alexandria Technical College	3162	12379	\$1,286.25
5/14/2026	Bolten & Menk	3163	12380	\$14,903.50
5/14/2026	Bolten & Menk	3164	12381	\$767.00
5/14/2026	Brother’s Market Stores	3165	12382	\$535.88
5/14/2026	Cowing Robards, Inc	3166	12383	VOID
5/14/2026	D&D Distributing and Mfg	3167	12384	\$245.00
5/14/2026	Donna Eveslage	3168	12385	\$425.00
5/14/2026	Donna Eveslage	3169	12386	\$224.74
5/14/2026	Douglas County Assessor’s Office	3170	12387	\$2,400.75
5/14/2026	Douglas Public Works	3171	12388	\$195.04
5/14/2026	Douglas County Sheriff’s Office	3172	12389	\$928.20
5/14/2026	Dakota Supply Group	3173	12390	\$74.19
5/14/2026	Ellingson’s Plumbing & Heating	3174	12391	\$156.25
5/14/2026	Jim & Judy 1 Shop	3175	12392	\$87.48
5/14/2026	Jackie Dokken	3176	12393	\$16.07
5/14/2026	Johnson Jet-Line, Inc	3177	12394	\$5,125.26
5/14/2026	Marcia Okerlund	3178	12395	\$131.59
5/14/2026	Menards	3179	12396	\$184.33
5/14/2026	Minnesota Rural Water Association	3180	12397	\$450.00
5/14/2026	Moench Body Shop	3181	12398	\$774.00
5/14/2026	Napa Auto Parts	3182	12399	\$100.80
5/14/2026	Precision IT Solutions, Inc	3183	12400	\$4,559.85
5/14/2026	Ronna Berghoff	3184	12401	\$81.94
5/14/2026	Thornton, Dolan, Bowen, Klecker,	3185	12402	\$745.50

	Burkhammer			
5/14/2026	USA BlueBook	3186	12403	\$388.02
	<b>TOTAL</b>			<b>\$37,733.20</b>

- Identified errors in the May Treasurer’s Report discussed; Donna tasked to align numbers before next meeting.
  - Corrected 30-APR Balance MPFA Debt Service Fund \$47,761.10 to \$49,761.10
  - VOIDED check 12383 – per CFD Chief, resulting in total amount claims paid on May 14<sup>th</sup>, 2026, of \$37,733.20, that is a change from \$38,933.20
  - Community Ed – Alexandria Public School was approved back in March 2026.
  - Teresa pointed out that I had typo on the MPFA of \$47,761.10, this was corrected to \$49,761.10

**b. Fire Department Report: Fire Chief Colten Steidl**

CARLOS FIRE DEPT. CALL LOG APRIL 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>
MEDICAL	1	2	5	0	0	8	
FIRE RESCUE	0	0	2	0	0	2	

- Three (3) firefighters to receive **new structural turnout gear** (\$12,000 total for three sets) and separate **wildland gear (\$8,000)** for one firefighter.
  - Council approved purchasing 3 structural sets immediately, deferring wildland gear to next phase 1.

**c. Engineer’s Report: Jared Voge and Mitchell Lease**

- **2026 Seal Coat Improvement Project** – Received bid of \$170,262.00 from **Asphalt Surface Technologies Corp** from St. Cloud, MN being the sole bid and budget- compliant bid.
  - Damon Bullock made a motion to accept the bid from Asphalt Surface Technologies Corp bid of \$170,262, James Young seconded the motion. All Ayes
- **Lakes Area Excavating** is planning to start with the Alley Project within the next month.
- **Water Tower Inspection** – received a bid from Bolten & Menk of \$4500 which will include both the interior and exterior to assess coating longevity). Damon Bullock made a motion to approve the inspection of the water town, James Young seconded the motion. All Ayes

**d. Public Work Report: Kalin Hacker**

- Proposal accepted from **Thein Well** for dual well inspection (\$4,500) this includes both wells.

**e. Clerk’s Report: Donna Eveslage**

- **Utility Billing** - Meters read April 30, 2026.
  - Bills mailed May 3, 2026 along with 26 Dog and Cat Applications and Ordinance.
  - 8 disconnect letters issued for accounts 60–90 days delinquent with June 1 due date.
- **Pet Licensing & Ordinance Enforcement**
  - Discussion highlighted **ongoing noncompliance** with pet registration and vaccination requirements.
  - Current ordinance allows penalties up to \$300 but lacks fixed schedule.
  - Group consensus reached to establish a **flat \$200 fee** for violations.
  - City Clerk is tasked to develop a written policy and penalty framework to present at the June meeting.

- Agreement to resend compliance reminders letters and track owner response.

**f. Sheriff's Log** – no concerns

- g. Ball Park Committee Report** – 3 broken water valves at the ball concession, fixed by Ellingson's. Kalin will contact Troy Putnam for field schedules and confirm rental payment status.

**9. Old Business**

- a. New Fire Hall Update** – Discussions regarding revisions of the JPA terms.
- Project now estimated around **\$2.1 million**; exceeding **\$2.5 million triggers a November referendum** (submission deadline Aug 11, 2026\_
- b. Nuisance Properties/Citizen Complaints** – advised council letters were sent 5/11/2026
- c. Housing and Rental Housing Maintenance Code** – council member asked to review draft and provide comments before the next session.

**10. New Business**

- a. Ordinance 2026-05-014** -Amending the Carlos City Code Title XV (Land Use), Chapter 151, Section 151.21.E, R-1 Setback – Council Approved see 6.b.

- 11. Miscellaneous** – Wesley Wright asked to be part of the City Council. It was agreed by the council to appoint Wesley Wright as a council member to fill the vacancy until the term ends on 12.31.2028. Jon Trenne made a motion to appoint Wesley Wright a council person; Damon Bullock seconded the motion. All Ayes.

**12. Reminder of Upcoming Events**

- a.** Council members were reminded to leave their computers powered on and plugged in for scheduled updates with Precision IT on May 15, 2026.
- b.** City Cleanup Day – May 30<sup>th</sup> 8:30 – 11am

**13. Adjournment**

- a.** Motion: Ronna Berghoff made a motion to adjourn the meeting. Second: Damon Bullock. All Ayes

The meeting adjourned at 8:39pm

**Notes completed by:**

Donna Eveslage

May 18, 2026