

MINUTES of: City of Carlos

Meeting was available to be attended in person or over Zoom.

City Hall/ Office, 109 1st St W Carlos, MN 56319 Thursday, November 13th, 2025 @ 7:00 PM

Mayor Ronna Berghoff called the City of Carlos Regular Council Meeting to order at 7:00pm.

- **Pledge of Allegiance 7:00 pm**
- **Roll Call** - the following were present Mayor Ronna Berghoff, Council Persons Ashley Wildman via Zoom, James Young, and Jon Trenne were present. In attendance: Jackie Dokken Deputy Clerk, City Clerk Donna Eveslage, Fire Chiefs Colton Steidl and Jacob Steidl, Jared Voge with Bolton & Menk, Public Works Kalin Hacker, Teresa Zwieg and Todd Burgess.
- **Meeting Minutes from October 9th, 2025, were reviewed.** Jon Trenne made a motion to approve the minutes; Ashley Wildman seconded. Motion Carried.
- **Mayor requested Petitions from the Public:** No petitions from the public.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) City Treasurer Report

NOVEMBER TREASURER REPORT

OCT 31 Balance City Checking Account:	\$150,131.30
OCT 31 Balance Saving Account at First Western:	\$449,492.32
OCT 31 Balance MPFA Debt Service Fund:	\$ 92,944.36
OCT 31 Bal CD#1242780 (Matures 3/18/26 3.96%:	\$214,208.52
OCT 31 Bal Old National CD (Matures 2/15/26 4.05%)	\$300,000.00
OCT 31 Bal Old National Saving Account:	\$197,175.11

Total City of Carlos Assets as of October 31st: **\$1,403,951.61**

OCT 31 CFD Saving Account:	\$154,571.49
OCT 31 Outstanding Checks	(\$766.59)

Receipts for OCTOBER totaled: \$33,138.67 Disbursements for OCTOBER totaled: \$47,360.44

CLAIMS 3008-3032 NOVEMBER 2025

Date	Vendor	Claim#	Check#	Amount
11/13/2025	Ace Hardware	3008	12203	\$282.58
11/13/2025	AED Essentials	3009	12204	\$1,658.00
11/13/2025	All Flags, LLC	3010	12205	\$309.98
11/13/2025	Alex Rubbish	3011	12206	\$125.79
11/13/2025	Andy's Auto Repair	3012	12207	\$476.96
11/13/2025	Auto Value Parts	3013	12208	\$208.25
11/13/2025	AW Research Laboratories, Ins	3014	12209	\$178.00
11/13/2025	Bolten & Menk	3015	12210	\$3,735.00
11/13/2025	Brother's Market Stores	3016	12211	\$244.12
11/13/2025	Douglas Cty Sheriff's Office	3017	12212	\$901.20
11/13/2025	D&D Distributing and Mfg	3018	12213	\$240.00
11/13/2025	Douglas County Demolition Landfill	3019	12214	\$17.55
11/13/2025	Ellingson Plumbing, Heating, A/C	3020	12215	\$2,488.90
11/13/2025	Gopher State One-Call	3021	12216	\$10.80
11/13/2025	Immense Impact, LLC	3022	12217	\$75.00
11/13/2025	Jacob Steidl	3023	12218	\$296.80
11/13/2025	Kalin Hacker	3024	12219	\$452.59
11/13/2025	Larry Steidl Tree Service	3025	12220	\$5,350.00
11/13/2025	MCFOA Region III	3026	12221	\$30.00
11/13/2025	Minnesota State Fire Dept Assn	3027	12222	\$175.00
11/13/2025	Menards	3028	12223	\$118.21

11/13/2025	Precision IT Solutions, LLC	3029	12224	\$6,061.00
11/13/2025	Thorton, Dolan, Bowen, Klecker	3030	12225	\$734.10
11/13/2025	WL Construction Supply, Inc	3031	12226	\$327.00
11/13/2025	Affordable Signs	3032	12227	\$135.00
	TOTAL			\$24,631.83

Ashley Wildman made a motion to approve claim numbers 3008-3032; Jon Trenne seconded. Motion carried.

b.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG September 2025							
	<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	2	0	4	2	0	8	
FIRE RESCUE	0	0	1	0	0	1	

- **Turkey Bingo** – November 23rd, 2025
 - Advertised on the website and Trinity Church sign.
- **Raffle Tickets** – 400 tickets will be SOLD for \$50/ticket.

c.) Engineer’s Report: Jared Voge

- **Update to Alley Project between Herby’s and Carlos Event Center**
 - Sent to out requests to gather quotes from Mark Lee, CS and Lakes Area Excavating
- **Update on Lead Service Line** – Letters to residents on the lead services lines.
 - 10 residents are left to reply to what type of line they have with their homes

d.) Public Work Report: Kalin Hacker

- Ponds were discharged last week, no blockage was found
- Cleanup behind the office
- Getting ready for winter by working on the plow truck, getting sand/salt mixture next week
- Alex Irrigation – found a line that was blown out, this was fixed they will send a bill
- Justin commented about Kalin, he is doing a great job and couldn’t ask for a better person to do the day-to-day stuff under my license. He is not afraid to call or ask questions about anything he encounters. He has caught on to this position very quickly. I would have to say KEEP HIM FOR SURE, he has plenty to learn. But as waster water permit goes and doing the monthly report but is very NEW to it all as well.

e.) Clerk’s Report: Donna Eveslage

- Meters were read on 10/31/2025, bills sent out on 11/6/2025.
 - Late Fees – \$729.85, 1 account is at 90 days PD, 3 accounts at 60 days
- Discussed MN State Legislation passed a bill increasing the safe drinking water fee to \$15.22 effective 1.1.26. This will increase the residents MDH Amount to \$1.26/month which is \$.045 increase.
- Sales and Use was not calculated on business accounts since 1/1/2025 when we started using Eldorado as our new water/sewer billing system.
 - The council agreed to start applying tax effective 12.1.2025
- Asked council about the City of Carlos website, wondering how many years of agenda & meeting minutes would like out on the website. It was agreed that we would keep a 2-year log of agendas & meeting minutes.
- Region III (New London) discussion on building permits, November 20th.
- I created a policy for Paid Family and Medical Leave which is required to be added to the Employee Manual and mail employee notification be delivered to all employees by 12.1.2025
- 11/4/2025 WC Audit was completed.

f.) Sheriff’s Log – questioned a call on 10/29/2025, will f/u with DCS

g.) Ball Park Committee Report:

- New pavers/patio completed – this was donated Alex Brick & Stone
- Ballpark is winterized

UNFINISHED BUSINESS

- A. New Fire Hall Update** – last meeting was 11/10/25 discussed Morton Building and reviewing the possibility of leasing to own. Dustin with Ringdahl Architects. Next Meeting 11/24/2025.
- B. Nuisance Properties** – 314 Douglas Ave, concerned about the stray cat issue with the city. Reminded resident of the city ordinance 91.19
- A. Health Insurance (this is a 4-year commitment) & Stipends** Ashley Wildman made a motion for the city to pay the following: Jon Trenne seconded the motion. Motion carried.
 - a. Health Insurance** – up to \$650, single coverage is \$637.90
 - b. Health Saving Account** - \$125 single or \$250 family coverage
 - c. Life Insurance \$30,000** - \$5.40/employee
 - d. Or Health Care Stipend** - \$400

NEW BUSINESS

- B. Resolution 2025-11-13 Donation Acceptance** – Carlos Lions. Jon Trenne made a motion; Ashley Wildman seconded. Motion carried.
- C. Resolution 2025-11-13 MN Paid Family and Medical Leave Policy Statement** – Ashley Wildman made a motion; Jon Trenne seconded the motion. Motion carried.
- D. Resolution 11-13-2025B to Certify Past Due Water/Sewer bills to Douglas County Property Tax** – Included & See Exhibit A. Ashley Wildman made a motion; Jon Trenne seconded the motion. Motion carried.
- E. Discussion on Tobacco Ordinance – Ordinance No. 114** – we will need to Amend Title XI Business Regulation Chapter 114 Tobacco Regulations of the Minnesota Basic Code Adopted by the City on January 11, 2024.
- F. Contract Renewal with Thornton Law Office, Attorney Contract for 2026** - Jon Trenne made a motion; Ashley Wildman seconded. Motion carried.
- G. Contract Renewal with Precision IT Solutions** - Jon Trenne made a motion; Ashley Wildman seconded. Motion carried.
- H. Contract Renewal with Douglas County Law Enforcement** for 1/1/2026-12/31/2026, increased to \$46.41 x 12 = \$928.20 for 20 hours per month versus \$901.20 (\$45.06 per hour). Jon Trenne made a motion; Ashley Wildman seconded. Motion carried.

MISCELLANEOUS

- I. Bonuses for 2025** – Council approved \$1500 bonus for the 2 full-time employees, which will be paid through regular payroll. Jon Trenne made a motion; James Young seconded. Motion carried.
- J. Carlos Fun Days** – Reminded Ashley and Damon

REMINDER of UPCOMING EVENTS

- A.** Council – please leave your computers on and plugged in for updates with Precision IT on 11/14/2025.
- B.** FINAL BUDGET MEETING – December 2nd, 2025, at 6:30PM

ADJOURNMENT – Ashley Wildman made a motion to adjourn the meeting; Jon Trenne seconded. Motion carried.
Meeting adjourned at 8:25 PM

NOTES COMPLETED BY: Donna Eversage.