

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, August 14th, 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 Damon Bullock, James Young and John Trenne were present. In attendance: Tom Toenjes (Carlos Lions), Wayne Jenzen (Ball Park Committee), Josh Sinning, City Clerk Donna Eveslage, Fire Chief Colton Steidl, Jared with Bolton & Menk, Public Works Kalin Hacker. Attendance via Zoom were Katie Bullock and Justin Kurtz.
- **Meeting Minutes from July 12th, 2025, and July 22nd, 2025, were reviewed.** Damon Bullock made a motion to approve the July 12th and July 22nd minutes; Jon Trenne seconded them. Motion Carried.
- **Mayor requested Petitions from the Public:**
 - Tom Toejes – Carlos Lions: 1) Estimate from Ellingson for more plug-ins, will need to add a few more plug-ins. Carlos Lions will be donating to the city for these repairs. Jon Trenne made a motion to approve the electric repair to the Carlos Event Center, Damon Bullock second. Motion carried. 2) Long term planning is replacing the flooring in the Carlos Event Center. 3) Replacing the dirt and water control behind the Carlos Event Center. Many times, after any amount of rain, it is a mud hole, and it needs immediate attention. This is also an issue for Herby's as well. (Kalin and Jared to discuss a resolution).
 - Josh Sinning – Owns the building on 217 Main Ave for Cannabis Microbusiness of some sort, whether that is the growing and manufacturing of, or retail, growing and manufacturing of, or just retail. He and his partner are exploring different options within Douglas County. What are the city's thoughts on having a Cannabis Microbusiness within the City of Carlos. Definition of a Microbusiness is this allow the grow of up to 5000 sq ft of Cannabis or ½ acre, this would be strictly indoors and allow them to manufacture the Cannabis at this site.
 - i. He was asked to bring a detailed plan of their business and bring that back to the council once that is determined.
 - ii. City will need to work on creating a Cannabis Ordinance and review current Zoning Ordinance. Cannabis License fees should be discussed.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) City Treasurer Report

AUGUST TREASURER REPORT

JUL 31 Balance City Checking Account:	\$291,307.72
JUL 31 Balance Saving Account at First Western:	\$445,464.98
JUL 31 Balance MPFA Debt Service Fund:	\$ 68,298.74
JUL 31 Bal CD#1242780 Matures 9/18/2025 (4.10%):	\$209,870.80
JUL 31 Bal Bremer Saving Account:	\$494,811.60

Total City of Carlos Assets as of JUNE 30th: **\$1,509,753.84**

JUL 31 CFD Saving Account:	\$150,388.26
JUL 31 Outstanding Checks	(\$4,112.49)

Receipts for JULY totaled: \$141,867.62 Disbursements for JULY totaled: \$141,679.55

CLAIMS 2928-2957 AUGUST 2025

Date	Vendor	Claim#	Check#	Amount
7/28/2025	IRS	2928	12121	\$689.76
7/28/2025	Carlos JPA	2929	12122	\$2,678.14
8/14/2025	ACE Hardware	2930	12123	\$10.76
8/14/2025	Alex Rubbish	2931	12124	\$125.76
8/14/2025	Andy's Auto Repairs	2932	12125	\$663.59
8/14/2025	Auto Value	2933	12126	\$176.59
8/14/2025	Brother's Market Stores	2934	12127	\$269.34

8/14/2025	City of Alexandria	2935	12128	\$30,000.00
8/14/2025	Core & Main	2936	12129	\$427.75
8/14/2025	D&D Distributing and Mfg	2937	12130	\$240.00
8/14/2025	Douglas County Fire Chiefs Assoc	2938	12131	\$100.00
8/14/2025	Douglas County Recorder's Office	2939	12132	\$92.00
8/14/2025	Douglas Cty Sheriff's Office	2940	12133	\$901.20
8/14/2025	Farm & Industrial Supply	2941	12134	\$50.17
8/14/2025	Gopher State One-Call	2942	12135	\$13.50
8/14/2025	Hawkins	2943	12136	\$1,200.76
8/14/2025	Indigo Sign's	2944	12137	\$625.00
8/14/2025	Kevin Piepho	2945	12138	\$2,310.00
8/14/2025	LMCIT	2946	12139	\$25,146.00
8/14/2025	LMCIT	2947	12140	\$6,997.00
8/14/2025	Kalin Hacker	2948	12141	\$315.00
8/14/2025	M&T Fire and Safety	2949	12142	\$603.00
8/14/2025	Menards	2950	12143	\$100.15
8/14/2025	MN Pollutions Control Agency	2951	12144	\$505.00
8/14/2025	Quality Equipment	2952	12145	\$116.94
8/14/2025	Thein Well	2953	12146	\$315.00
8/14/2025	Thorton, Dolan, Bowen, Klecker	2954	12147	\$244.00
8/14/2025	Ultimate Safety Concepts	2955	12148	\$780.00
8/14/2025	Vessco Inc	2956	12149	\$234.24
8/14/2025	Zwieg's Service	2957	12150	\$90.00
	TOTAL			\$76,020.65

Damon Bullock made a motion to approve the Claims Report; James Young seconded them. Motion carried.

b.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG June 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	9	2	0	13	
FIRE RESCUE	0	1	0	0	0	1	1

- **Attendance Policy** – Updating Standard Operating Procedures and encouraging participation, we are going to require all active volunteers' firefighters to complete the Attendance Policy. City of Carlos council needs to approve these changes to policy and procedure. Damon Bullock made a motion to approve the Attendance Policy; Jon Trenne seconded the motion. Motion carried. Effective September 1, 2025.
- **Open House** at the **Carlos Fire Hall** scheduled for September 4, 2025, at 6pm with all the vehicles out and building open for inspections for voters to see for themselves the need for a new fire hall.

c.) Engineer's Report: Jared Voge

- **Road Resurfacing:** Jared provided an updated Mill & Overlay and Seal Coating costs (Pavement Management Handout)
 - **East Side of town** estimated cost for Mill & Overlay for 5,620 ft would be \$590,100 and Seal Coating \$78,700
 - **West Side of town** Seal Coating cost for 4,290 ft would be \$51,500.00
 - **South Side of town** Mill & Overlay 3,360 ft would be \$353,000 or Seal Coating \$47,000

The suggestion was made that we Seal Coat the whole town within the next year or so, this would buy the city some time before having to do a Mill & Overlay or resurfacing the streets.
- **Lead Service Lines Project** – Deadline 10/30/2025. There are around 80 residents that have not responded to LSL. Discussed a plan on how to get those residents to comply with this request. We will do 1) postcard 2)

website 3) door hangers 4) stickers on the water bills.

d.) Public Work Report: Kalin Hacker

- Justin suggested we check with Ottertail on rebate for the new ball field lights.
- Complete 3qtr chloride testing last week.
- Kalin passed wastewater exam, getting the paperwork finalized.
- Plans to take water test in St. Cloud in September.
- Tree clearing is scheduled to happen on 8/20/2025. Notice was posted on website and letters mailed to affected residents.
- Wastewater ponds have been mowed and bailed.
- Worked with Douglas County fixed 4 manholes.
- Backup Generators – used generator would cost around \$2500, Ellingson estimated that it would cost around \$7423 to hook up to the water plant. Venco will be providing an estimate. Ellingson estimates it would cost around \$50,000 for natural gas generator.
- Ronna asked what it looks like with Justin, he is required to stay with us for a few more years because we are a C-Water plant.

e.) Clerk's Report: Donna Eveslage

- Meters were read on July 31st, bills sent out on 8/1/2025. Disconnects were mailed out to 5 residents with a due date of 8/27/2025.
- Update on the Weibey property. Need the original Ordinance # 2022-10-13 and Certified Order Approving Annexation Ordinance.
- Scheduled the Truth in Taxation meeting is scheduled for 12/11/2025 @ 6:30pm
- Reminder that I will be out Sept 4 & 5 for Clerk Academy in Staples.
- Discussed our Building Permit process. The clerk will continue to review the building permit within the current ordinances and setup. Forward to Inspectron for final approval.
- Council agreed to have Quinn update the council's laptops on the Friday after the meeting. Please turn on computers and plug them into the chargers as well.

f.) Sheriff's Log – looked good, no concerns.

g.) Ball Park Committee Report – Wayne Janzen (Chief):

- Discussion on signification expenses to the ball fall and how to offset some of these expenses.
 - i. Stadium Lights estimated costs for ALL 8 light poles is \$131,900.00 or \$21,252/per light pole.
 - 1. Lights are currently in working order.
 - ii. Is there going to be a Cougar's team next year to justify moving forward with the light project. Yes, the Cougar's are intending to have a team for 2026.
 - iii. Should we be charging teams/programs for using the ball field.
 - iv. It was decided that a few members from the Carlos Baseball Association & few Council Members (Ronna & Damon) will form a committee to develop a financial plan for 2026. In hopes to have a fundraiser to help with the cost of lights.
 - v. Sponsorships and their contributions are going forward.
- Scoreboard has been fixed by Indigo Signs, are in working order. Kalin, will turn off the main switch of the scoreboard.
- Ball Park Committee will have a clean-up day and take down the sponsorship signs.

UNFINISHED BUSINESS

- A. **New Fire Hall Update** Sept 4th, 2025, has special meeting for a vote on the levy for the Carlos Fire Hall
- B. **Nuisance Properties** – None to report
- C. **Stadium Light** – discussed during the Ball Park Committee report
- D. **Painting Office** – See Estimate
 - a. Damon made a motion to approve the drywall repair and painting of the office; James seconded it. Motion carried.
 - b. Asked about a timeframe – looking at October/November or do it after the first of the year.

NEW BUSINESS

- A. **Schedule Budget Meeting** September 11th, 2025, after the regular meeting
- B. **Truth in Taxation Meeting** scheduled for December 11th, 2025, at 6:30

C. Bremer Bank/Old National Bank sign contract for conversion October 2025

D. Forms

a. **Cannabis Retail Registration Application** – tabled for discussion

b. **Zoning District Change Permit Application, Variance Application, and Conditional Use Permit Application** – tabled for discussion

E. Carlos Fire Department Member Commitment & Attendance Policy – Approved by Council

MISCELLANEOUS

A.

REMINDER of UPCOMING EVENTS

A. Lead Service Line project

ADJOURNMENT – Damon Bullock made a motion to Adjourn the meeting; Jon Trenne seconded. Motion carried.

NOTES COMPLETED BY: _____