CITY OF CARLOS
REGULAR COUNCIL MEETING MINUTES

Meeting: Monthly Council Meeting
Date: August 13, 2026
Attendance: Mayor Ronna Berghoff, Council members Jon Trenne, Damon Bullock, and Wesley Wright. Colten Steidl with the CFD, Kalin Hacker Public Works, Donna Eveslage City Clerk, Mitchell Lease with Bolten & Menk, Jackie Dokken Deputy Clerk, Todd Burgess and Teresa Zwieg. **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 to call the Regular Council Meeting to order at 7:00pm

- **Pledge of Allegiance**
  The Pledge of Allegiance was recited at 7:00pm

- **Approval of Minutes**
  - Damon Bullock made a motion to approve the July 9, 2026, City Council Meeting. Jon Trenne seconded the motion. All Ayes. Motion carried.
  - Motion was made by Wesley Wright to amend the May 14, 2026, City Council meeting minute to accurately reflect the council's approval of the **Lease of Premises for Lawful Gambling** for the Carlos Event Center, located at **210 Victoria Avenue, Carlos, MN 56319.** Jon Trenne seconded the motion. All Ayes. Motion carried.

- **Public Forum and Correspondence**

- **Reports of Officers, Boards, and Committees**
  - **City Treasurer Report**

AUGUST TREASURER REPORT

Jul 31 Balance City Checking Account:	$396,172.43
Jul 31 Balance Saving Account at First Western:	$460,388.15
Jul 31 Balance MPFA Debt Service Fund:	$ 81,905.26
Ju1 31 Balance CD#1242780 (Matures 10/19/26):	$218,414.99
Jul 31 Balance ON CD (Matures 7/20/27 3.95%)	$309,754.05
Ju1 31 Balance ON Saving Account:	$200,396.25
Total City of Carlos Assets as of MAY 31st:	**$1,667,031.13**
June 30 Balance CFD Saving Account:	$158,477.26
June 30 Outstanding Checks	($ 563.98)
TOTAL BALANCE	**$1,824,944.41**

Receipts for JULY totaled: $151,958.70 Disbursements for JULY totaled: $86,943.10

JULY 2026 CLAIMS 3245-3273 and check #12471-12503

Date	Vendor	Claim#	Check#	Amount
8/7/2026	Stanley Niblett	Payroll	12471	$9.23
8/7/2026	Steven Niblett	Payroll	12472	$27.69
8/7/2026	Ted Niblett	Payroll	12473	$18.46
8/7/2026	Adam Pitcher	Payroll	12474	$18.46
8/13/2026	Ace Hardware	3245	12475	$361.39

8/13/2026	Alex Rubbish	3246	12476	$130.20
8/13/2026	Automatic Systems Group, LLC	3247	12477	$1311.25
8/13/2026	Baru Contracting, LLC	3248	12478	$16,375.00
8/13/2026	Bolten & Menk	3249	12479	$12,864.93
8/13/2026	Brother's Market Stores	3250	12480	$555.74
8/13/2026	Carlos Area JPA	3251	12481	$89,066.25
8/13/2026	D&D Distributing and Mfg	3252	12482	$245.00
8/13/2026	Donna Eveslage	3253	12483	$575.00
8/13/2026	Douglas County Sheriff's Office	3254	12484	$928.20
8/13/2026	Ellingson's Plumbing	3255	12485	$456.25
8/13/2026	Gopher State On-Call	3256	12486	$27.00
8/13/2026	Jim & Judy's	3257	12487	$611.66
8/13/2026	Kalin Hacker	3258	12488	$233.45
8/13/2026	Hawkins	3259	12489	$625.00
8/13/2026	Josh Sinning Painting & Finishing	3260	12490	$6,888.00
8/13/2026	LMC Insurance	3261	12491	$24,249.00
8/13/2026	LMC Insurance Work Comp	3262	12492	$5,566.00
8/13/2026	Menards	3263	12493	$458.16
8/13/2026	MN Public Facilities Authority	3264	12494	$81,015.00
8/13/2026	Precision IT Solutions	3265	12495	$858.00
8/13/2026	Quality Equipment	3266	12496	$19.99
8/13/2026	Sensus USA Inc	3267	12497	$4,699.00
8/13/2026	Swenson Lervick	3268	12498	$3,050.00
8/13/2026	Thein Well	3269	12499	$315.00
8/13/2026	Thornton, Dolan, Bowen, Klecker, Burkhammer	3270	12500	$446.00
8/13/2026	TJ Carlson	3271	12501	$32.00
8/13/2026	USA BlueBook	3272	12502	$82.38
8/13/2026	Teresa Zwieg	3273	12503	$100.00
	TOTAL			**$252,171.85**

- Construction Costs & Financial Updates for Baru Contracting was reviewed in detail. Total Construction Costs $16,375 - $7,833.27 (Grant Funds are available), leaving the city's share $8,541.73. Additional cost to repair the sidewalk (foundation concerns) is estimated $1,998.00.
- Jon Trenne made a motion to approve the Treasurers Report. Wesley Wright seconded the motion. All ayes. Motion carried.

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

CARLOS FIRE DEPT. CALL LOG JULY 2026							
	City of Carlos	Belle River	Carlos Township	Alex Township	Mutual Aid	TOTALS	Weather
FIRE RESCUE	-	-	-	-	-	-	
MEDICAL	2	-	9	1	-	12	

- August Fire Meeting was pushed back because of the JPA Special Meeting on August 3rd. Meeting is scheduled for August 17, 2026.

- **Engineer's Report: Mitchell Lease**
  - 2026 Seal Coat Improvement Project is just about wrapped, the only thing remaining is the strip in front of the City Hall and Carlos Event Center planned for August 31 (has a 14 day cure time).

- **Public Work Report: Kalin Hacker & Justin Kurtz**
  - Justin Kurtz reported
    - Kalin started Lead & Copper Sampling (Kalin will provide update)
  - Kalin Hacker reported
    - Lead & Copper Sampling 4 of the 5 residents have provided samples and sent in, working with another resident to get the last one.
    - Well inspections result in where it appears just normal wear & tear on them. Recommended inspection again within the next 3-5 years ($4,000 to be inspected).
    - Fence is mostly repaired at the ponds.
    - Ellingson was out today. RPZ tested which failed; a simple gasket replacement is needed. (required every year)
    - Water Town Cleaning quote of $9,950 was received for cleaning.
      a. Justin shared his experience with Water Tower Clean & Quote (Wisconsin), which cost $10,000 for inside and outside cleaning and significantly improved water quality.
      b. The last cleaning was in 2021 for $1,700 (McQuire).
      c. The council decided to obtain more quotes and proceed with the upcoming inspection before deciding on cleaning.

- **Clerk's Report: Donna Eveslage**
  - **Utility Billing** - Utility bills were read on 7/31/2026, mailed on 8/6/2026. There are 5 accounts with past-due balances with DUE DATE 8/21/26, 1 was sent Disconnect Notice $153.08.
  - **Code Enforcement Policy** to **Code Enforcement Administrative Procedure** city staff will follow code endorsement guidelines per the City of Carlos Ordinance.
  - **Data Practice Policy for the Public, Data Practice Policy, Data Request Form** Per MN Statute, Chapter 13, Section 13.025 and 13.03. (see OneDrive/Monthly Council Meeting). Resolution No 2026.13 Appointing Responsible Authority and Designee Duties per See MN Statute 13.025 & 13.03 (copies are provided in OneDrive). (See-New Business for Resolution 2026.13)
  - City **Utility Billing Adjustment Policy** - updated policy, was originally approved June 13, 2019. Jon Trenne made a motion to adopt the Utility Billing Adjustment Policy, August 13, 2026. Damon Bullock with second. All ayes. Motion carried.
  - Will be submitting the paperwork for the **Polling Place Accessibility Grant** to collect our allocated amount of $7,833.27. We have received invoices totaling $16.375.00, need to include signed receipts for reimbursement and , Sworn Statement of Approved Expense. The City of Carlos is responsible for $8,541.73 of this project.
  - **Concrete Sidewalk Repair** - **City Hall/Building** - Baru Construction recommended completing the remaining concrete sidewalk repair due to water drainage concerns. Currently, when it rains, water flows underneath the building, which may create a risk of foundation damage if not corrected. Completing the sidewalk repair would also improve snow removal operations by providing a more consistent surface and reducing the risk of damaging the newly installed concrete during plowing activities. Diversified Foundation provided a proposal for $1,998 to complete the remaining sidewalk repairs.
  - **Public Accuracy Testing** was completed July 17th at 9-12 at Douglas County Administration Building (Darla Barker and me). The PAT was performed to test the voting equipment used for the Primary Election.

- **Sheriff's Log** – no concerns
  - Question about the contract. The contract specifies the Sheriff's Department will not enforce zoning or building ordinances but will enforce other city ordinances; enforcement typically requires a complaint.

- **Ball Park Committee Report – Kalin Hacker**
  - **Ball field fees:** Agreed on a $50 fee per game for teams using the ball field. (Kalin will work on a contract)
  - **Sprinkler system:** Watering schedule adjusted from five days/week for an hour to four days/week for 45 minutes.

- **Old Business**
  - **New Fire Hall Update**
    - Bids came in at approximately **$2.66 million**.
    - The council decided to seek approval for up to **$2.8 million** in bonding from Carlos Township residents.
    - Public meetings and information materials will be organized; the council may only present information without encouraging a specific vote.
    - **Financing options:** A lease-to-own arrangement with Martin was suggested, but the fire contract must be resolved first. The group agreed to wait until after November before making major contract changes.
  - **Nuisance Properties/Citizen Complaints** – 10 Carlos, the nuisance property letter will be reviewed to determine next steps for involuntary abatement. Will work with attorney/DCSC to send letter.
  - **Housing and Rental Housing Maintenance Code** – Jon, Damon and Donna will continue to work on the code, goal to have it effective by January 1st, 2027.

- **New Business**
  - **Resolution 2026.13** - Appointing Responsible Authority and Assigning Duties. Wesley Wright made a motion to approved Resolution 2026.13 Appointing Responsible Authority and Assigning Duties. Damon Bullock with second. All ayes. Motion carried.
  - **Old National Bank — Need to discuss pulling money from saving to cover JPA.** Reviewed payments toward a $98,000 bill — 90% covered by the current entity, 10% by Bell River Township. JPA expense total $136,000. Ronna Berghoff made a motion to approved transferring $125,000 from the Old National savings account #8030 to the First Western checking account to cover JPA and fire hall expenses (approx. $18,000 remaining project costs plus printing/postage for voter communications). Damon Bullock seconded the motion. All ayes. Motion carried.
  - **Carlos Event Center — provided estimate to rewiring for kitchen outlet, currently tripping the braker.** Damon Bullock made a motion to rewire the tripping breaker at the Carlos Event Center for $665. Wesley Wright seconded the motion. All ayes. Motion carried.
  - **Amending the May 14th, 2026, meeting minutes** — Carlos Event Center, LG215 Lease for Lawful Gambling Activity. The meeting minutes must approve for a premises permit, must also provide the premises full address, this must be signed and dated by the city. (See Approval of Minutes)
  - **Concrete Office Sidewalk** — Proposal has been provided — DF & DX Proposal. Damon Bullock made motion approved a $2,000 bid from Diversified Foundations after discussing potential damage risks. Wesley Wright seconded the motion. All ayes. Motion carried.
  - **Ordinance Violation — Pet Application (91.02(B)) & Vaccination (92.02 (D)) update**. 8 residents failed to comply with registration and vaccination requirements; the city attorney is preparing petty misdemeanor citations. 10 residents indicated they would provide vaccination records.

- **Miscellaneous**
  - **School district referendum:** Discussed a referendum seeking additional funding. Ronna Berghoff emphasized supporting it to prevent school closure, noting the impact would be about $10/month for a $400,000 home.
  - **Grant funds:** Discussed potential use of $5,000 grant writer funds and grant money for the polling place.

- **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: Ronna Berghoff made a motion to adjourn the meeting. Wesley Wright seconded the motion. All Ayes. Motioned carried.

The meeting adjourned at 8:47 PM. The next regular council meeting will be scheduled for **September 10th, 2026.**

Notes completed by: Donna Eveslage