

Carlos Area Fire Joint Powers Agreement (JPA) Meeting Minutes

Date: Monday, April 13th, 2026

Start Time: 6:30 PM

Location: Carlos Event Center

1. Call to Order

- Roll Call / Members Present
 - Ronna Berghoff, City of Carlos
 - Jon Trenne, City of Carlos
 - Jake Steidl, Carlos Fire Department
 - Colten Steidl, Carlos Fire Department Chief
 - Bill Krivanek, Carlos Township
 - Dwayne Waldorf, Carlos Township
 - Andy Miller, Belle River Township
 - Joe Cecko, Cecko Construction
 - Tom Toenjes, Carlos resident
 - Rod Meyer, Carlos Township Resident
 - Introduction of Board and those in attendance.
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2. Approval of Meeting Minutes

- Review and approval of minutes from March 23, 2025
 - Correction to minutes, change the 25% to .25%, wherever noted.
 - Motion to approve minutes: **Krivanek, second Waldorf – Passed**
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3. Reports

a. Treasurer's Report

- \$9,966.53 ending balance, with one outstanding check (check number 1004) to Ringdahl Architects of \$1,500. Once that clears the new balance will be \$8,466.53
 - Motion to approve report: **Waldorf, second Miller – Passed**

4. Old Business

a. Project Discussion

- Krivanek had follow up phone calls and emails with Elizabeth Flenner Zins to follow up about her thoughts from last meeting. This prompted Krivanek to reach out to Jason Murray, with David Drown and Associates. He stated that he couldn't speak to application or income side of things in regards to eligibility, as they are not a part of the application process. He gave a good contact Jeff Van Buren, in the Willmar USDA office, if more questions about USDA financing. He Noted that a USDA loan is a viable option however the Township will still need the statutory authority to borrow the funds. Whether borrowing through a bank or USDA you still need to follow statutory authority to borrow the funds either through the issuing of certificates or the CIP authority. Funding through USDA does not avoid a referendum.
 - Positives for a USDA are:
 - Generally a low interest rate and
 - If using capital improvement authority to issue the debt the Township could extend the term for 20 years to 30 years
 - Negatives of a USDA:
 - Higher costs up front for engineering and architect fees, they must be involved early in the process for the application process
 - Usually takes 18 to 24 months until approval -- USDA must sign off on every step in the process
 - USDA is a last in financing, meaning once approved for funding, the Township would have to temporarily borrow for construction of the facility. Upon completion of construction, USDA would take out the temporary borrowing with permanent financing. This generally adds additional insurance legal and interim interest costs.
- The City of Carlos approved at their last council meeting to cover the cost of Ringdahl Architects to get design fee complete and start the bidding process, with Belle River covering their 10%, and City of Carlos covering City of Carlos and Carlos Township on a loan basis, with the expectation Carlos Township will pay back to City of Carlos.
 - Furthered the discussion about how to lay out this payment process and if JPA needs to be re-written to reflect this payment. If the JPA needs to be re-written to also clearly delineate who owns the fire hall at the end of 20-30 years, and the cost sharing formula, now that we have learned more through this process.
 - Focused on getting design and bid documents started before we focused on the legal aspect. As we feel it is feasible to get to bid documents by Sept and if needed have it on the November ballot if higher than .25% of valuation.
 - Krivanek will reach out to Dan Burns, with Fryberger Law office to find out if we need to re-write JPA or how that needs to be reflected to show City of Carlos covering these costs for Carlos Township.

- **Motion to approve to hire Ringdahl Architects and to have him start:
Waldorf, second Trenne – passed**

- From a design standpoint, we will want to have the option to have the ability to grow in those designs.
 - Request to ask Bolton and Menk if topography in the survey that was completed, Berghoff will email Bolton and Menk

5. New Business

a. CMR at risk proposals, reviewed. We have two proposals one from Cecko Construction Co. and from BCI Construction, Inc. Discussed the difference/comparisons in qualifications, rates, and proposals.

- Talked about an evaluation scoring sheet to help make an educated decision about which proposal best fits our project, based off the evaluation criteria and will table a decision for next meeting to review further.

b. Building Committee

- Committee Members:
 - Mike Swendsrud – Not Present
 - Lawrence Keenan – Not Present
 - Fire Department Members
 - 2-3 Fireman
- No discussion from them.

6. Miscellaneous

a. None

7. Next Meeting Date and Time

- Confirm: ***April 27th, 2025 – 6:30 PM at Carlos City Hall***
 - Preliminary Agenda Items:
 - Review CMR at Risk proposals.
 - Follow up with Ringdahl and see what he has completed to keep design process going.
 - Review what Dan Burns says about re-writing JPA agreement.
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8. Adjournment

- Motion to adjourn: **Berghoff, second Krivanek – passed.**
- Adjournment time recorded: 7:41 pm
- Notes completed by: Ronna Berghoff, Carlos Area Fire JPA, Secretary; City of Carlos, Mayor

JPA BOARD CONTACT INFORMATION:

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