

Carlos Area Fire Joint Powers Agreement (JPA) Meeting Minutes

Date: Monday, July 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
 - Colten Steidl, Carlos Fire Department Chief
 - Bill Krivanek, Carlos Township
 - Dwayne Waldorf, Carlos Township
 - Andy Miller, Belle River Township
 - Jake Steidl, Carlos Fire Department
 - Dave Kjos, 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 June 22nd, 2026
 - Changes made on minutes date from 2025 to 2026.
 - Members reviewed the Data Practices Act and considered recommendations from legal counsel for the City of Carlos and the ~~League of Minnesota~~ Association of Townships.
 - ~~August 8th~~ August 6th Carlos Township meeting where they will make a vote and need to have a special meeting to vote on the wording for the ballot question. This needs to be into the County by August 10th
 - Motion to approve minutes with changes noted above: **Waldorf, seconded Miller – Passed**
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3. Reports

a. Treasurer's Report

1. Ending and Beginning Balance of \$8,466.53.

2. A new bill from Ringdahl Architects was received to the City of Carlos. It will be fwd to Bill as it is a JPA bill. City of Carlos approved their portion of the bill that also includes Carlos Townships portion. Belle River township was given their amount. The bill was \$17,062.50

a. Motion to pay Ringdahl Architect bill of \$17,062. **Waldorf, seconded by Trenne - Passed**

b. Motion to approve minutes: **Trenne, seconded Berghoff – Passed**

4. Old Business

a. Project Discussion

- Colton and Ronna met with Joe and Dustin on July 6th to solidify last fine details, no changes made.
- Plans have been solidified and the project is going out for bid. Waiting for this process to be complete until next step.
- Dustin from Ringdahl Architects requested clarification from Bill regarding power for an emergency generator. The group discussed the natural gas special tariff fee, estimated at approximately \$1,100 per month from CenterPoint, and agreed that the cost seemed excessive for emergency-use-only service. A diesel generator was recommended for consideration.
 - Joe provided clarification that the commercial-size generator tariff would not apply because the proposed generator is smaller and falls into a lower tariff class.
- Dustin also followed up on the roof construction. spoke with the engineer regarding the roof framing at 24” o.c. vs 48” o.c. Here is the synopsis. It is possible to do 48” o.c. with a redesign of the structural plans. It would require more labor for installing purlins, heavier trusses to provide the spacing, hold downs for the larger spaced trusses and not as watertight of a roof system. For the current design, it will provide a tighter envelope for the building, a better structural diaphragm in the roof system and be close in cost to the larger spaced trusses based on previous projects.

5. New Business

a. Data Request and Response Process

- Submitted and sent; July 1, 2026
- Carlos Township is still responding to their specific request.

b. Recommendation from Dan Burns: about clarification and formalities to get a referendum question on the ballot in November for Carlos Townships

- August 3rd is the JPA meeting when we will look at bids and review to help solidify a project cost.

- August 6th is Carlos Township meeting where they will approve a resolution for a special election, to have the vote on the ballot in November. This needs to be into the County by August 10th
- Wording of this special election ballot question, will be done by Dan Burns of Fryberger Law.

c. Bids:

- Currently out for bid. Bid timeline still shooting for:

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- Cost estimate timeline Going directly to bid
- CMAR public bid process Noted below in a-f
- Design and bidding:
 - A. Request for subcontractor qualifications 6/25 6/24 – 7/8. Public notification was placed in the Echo Press for publication 7/26.
 - B. Bid ready plan documents complete
 - C. Bid phase 6/29 – 7/16 7/13 – 7/28 at 2:00 PM
 - D. Present bids 7/20-8/3 at the 8/3 board meeting
 - E. The public notice would need to be submitted to “The Column” who handles public notices in the Echo Press by Monday 7-27 by 9:00 AM to make the 7-29 publication. *(WE WILL CLAIIFY THIS)* Not applicable due to decision to go with referendum
 - F. Understanding the deadline to notifying the Auditor for Referendum is 8/10

d. Building Committee

- Committee Members:
 - Mike Swendsrud – Not Present
 - Lawerence Keenan – Not Present
 - Fire Department Members
 - 2-3 Fireman

e. Getting information out for special election vote in November:

- Public information meeting (Mid-October)
- Carlos Township meeting will be sending out a newsletter and explaining the project (Sept)
- Schedule meeting with a one on one interview with Echo Press or letter to Editor
- Open line

6. Miscellaneous

- a. Discussion on how to inform our residents about the project to make a fully educated decision. – discussion just above.
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7. Next Meeting Date and Time

- Confirm: **July 27th, 2026 – 6:30 PM at Carlos City Hall but will also add August 3rd as a special meeting.**
- Preliminary Agenda Items:
 - Review project if any new information
 - Continue Discussion on how to inform public about the project to ensure they are able to make an informed decision in November.

8. Adjournment

- Motion to adjourn: **Berghoff, second Kirvanek – passed.**
- Adjournment time recorded: 7:18 pm
- Notes completed by: Ronna Berghoff, Carlos Area Fire JPA, Secretary; City of Carlos, Mayor

JPA BOARD CONTACT INFORMATION:

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