

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, January 8th, 2026 @ 7PM

Regular Council Meeting

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, James Young and Jon Trenne were present. In attendance: City Clerk Donna Eveslage, Fire Chiefs Colton Steidl and Jacob Steild, Jared Voge with Bolton & Menk, Public Works Kalin Hacker, Teresa Zwieg and Amanda Dahmes. Sarah Swedburg with Bolton & Menk via Zoom.
- **Meeting Minutes from December 11th, 2025, were reviewed.** Ashley Wildman made a motion to approve the minutes; Jon Trenne seconded. Motion Carried.
- **Mayor requested Petitions from the Public:**
 - **Interim Use Permit Application - Cannaworld, LLC (Josh Sinning)** – Sarah from Bolton & Menk explained to the council that the first thing we do is to look for completeness of the application. The city must abide by state statutes, which we have 60 days to review the application and decide, if the city does nothing it defaults and the application is pushed through and applicants can do what they are asking for. If an application is deemed incomplete, *which is the case with this application* as we need additional information from the applicant. This allows for some fixability on timelines.
 - i. Flagging detail and timelines, get a letter out to the applicant as soon as possible. (was emailed out 1/12/2026).
 - ii. Current Zoning District – the City’s zoning ordinance does not allow cannabis microbusinesses in the Central Business District (C-1). Therefore, the city will need to amend the land uses for the C-1 district.
 - 1. We will need the following additional information to better understand and analyze your application against the City’s zoning code requirements:
 - a. A site plan that shows the following, as required by the city’s ordinance: Setbacks, Screening and location and type of lighting
 - b. License form the State of MN Office of Cannabis Management
 - c. Proof of registration with Douglas County
 - d. Operation plan, including hours of operation
 - **Discuss the ordinance against chickens – Amanda Dahmes** believed that the chickens were approved (per Chris and other family members), they went ahead with building the chicken coop and getting those chickens as they were a 4H project for her kids.
 - i. Coming to the council to apply to get chickens within the city limits, following ordinances. Amanda explained that the chickens are secure and following other city ordinances around the area and state statute for raising chickens. Vet checked.
 - ii. City of Carlos Ordinance does not allow Farm Animals
 - 1. Amanda was advised she could apply for a Variance, as well as provide any information that may help the council consider amending the ordinance.
 - iii. At this time the city of Carlos made no changes to allow chickens or any type of farm animal within the city limits.
 - **Rental Properties** – this is a result of the recent fire in the C-1 district on 12/23/2025. To rebuild the property owner will need to follow the original footprint. Prior to Carlos’ current Zoning Map (2022), there were no ordinance to enforce anything.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

a.) City Treasurer Report

JANUARY TREASURER REPORT

DEC 31 Balance City Checking Account:	\$399,499.01
DEC 31 Balance Saving Account at First Western:	\$452,955.13
DEC 31 Balance MPFA Debt Service Fund:	\$ 20,339.93
DEC 31 Bal CD#1242780 (Matures 3/18/26 3.96%:	\$214,208.52

DEC 31 Bal Old National Saving Account: \$197,971.09
 DEC 31 Bal Old National CD (Matures 2/15/26 4.05%) \$300,000.00
Total City of Carlos Assets as of October 31st: **\$1,584,973.68**

NOV 30 CFD Saving Account: \$155,918.62
 NOV 30 Outstanding Checks (\$31,811.07)

Receipts for DECEMBER totaled: \$231,501.25 Disbursements for DECEMBER totaled: \$80,886.40
JANUARY 2026 CLAIMS 3056-3082 and check #12251-12277

Date	Vendor	Claim#	Check#	Amount
1/8/2026	Ace Hardware	3056	12251	\$16.77
1/8/2026	Alex Rubbish	3057	12252	\$125.79
1/8/2026	Community Education	3058	12253	\$550.00
1/8/2026	AW Research Laboratories, Ins	3059	12254	\$118.00
1/8/2026	Bettin Pest Control	3060	12255	\$125.00
1/8/2026	Bolten & Menk	3061	12256	\$1614.00
1/8/2026	Brother's Market Stores	3062	12257	\$654.88
1/8/2026	D&D Distributing and Mfg	3063	12258	\$240.00
1/8/2026	Douglas County Auditor/Treasurer	3064	12259	\$56.44
1/8/2026	Douglas County Public Works	3065	12260	\$218.33
1/8/2026	Ellingson's Plumbing & Heating	3066	12261	\$1187.56
1/8/2026	Gopher State One-Call	3067	12262	\$1.35
1/8/2026	Hawkins	3068	12263	\$1597.17
1/8/2026	I.U.O.E, Local #70	3069	12264	\$213.00
1/8/2026	Lakes Area Excavating	3070	12265	\$1300.00
1/8/2026	Lake Region Firefighter's Assoc	3071	12266	\$40.00
1/8/2026	LMC	3072	12267	\$866.00
1/8/2026	LMC	3073	12268	\$390.00
1/8/2026	Menards	3074	12269	\$109.12
1/8/2026	Driver's & Vehicle Services	3075	12270	\$60.75
1/8/2026	NAPA	3076	12271	\$78.05
1/8/2026	OmniSite	3077	12272	\$152.00
1/8/2026	Precision IT Solutions	3078	12273	\$643.50
1/8/2026	Thorton, Dolan, Bowen, Klecker	3079	12274	\$654.00
1/8/2026	Tim Sukke Excavating, Inc	3080	12275	\$2550.00
1/8/2026	USA Blue Book	3081	12276	\$129.31
1/8/2026	Inspectron, Inc	3082	12277	\$150.00
1/8/2026	Douglas Cty Sheriff's Office	3040	12235	\$901.20
	TOTAL			\$14,472.22

Ashley Wildman made a motion to approve claim numbers 3056-3083; Jon Trenne seconded. Motion carried.

b.) Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG DECEMBER 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	5	1	0	8	
FIRE RESCUE	1	0	4	0	1	6	

- Megan Hewitt & Rick Zwieg were released from the Carlos Fire Department, taking them off rosters
- Voted by the Relief Association raised to \$6000/year verses the \$3300/year. Asked council to match or to come close to it. 10 years partially vested and 20 years is considered fully vested.

- City wants to learn more about the liability portion – will get back to the fire department
- c.) Discussed the fire on 12/23/2025 – Commended the department on a job well done. The need for mutual aid was important in the situation because of the lack of manpower

d.) Engineer's Report: Jared Voge

- Lead Service Project – only 1 resident left
- Asked Jared to start working on Pavement Improvement Plan

e.) Public Work Report: Kalin Hacker

- Scraping streets while temps are warm.
- Asked if he could buy 5 new water meters to have on hand, cost would be around \$1700. Council approved.
- Started conversation about 5th Str E being paved. Every property owner would have to agree to move forward and absorb the cost of having it paved.

f.) Clerk's Report: Donna Eveslage

- Discussed MPFA loan – going to leave at this time.
- Meters were read on 12/31/2025 bills sent out on 1/6/2026.
 - Late Fees – \$114.41 (there are 12 accounts that are 60 days past due)
- City was granted \$7833.27 to update our doors and concrete to be ADA compliant. Jon Trenne made a motion to approve BRAU Construction to update and bring our building ADA compliant, James Young seconded the motion. Motion carried.
- City has received a \$15,000 grant to update our current generator system. Kalin will contact Vinco to get this scheduled.
- Passing on updating any banners and flags currently.
- LMC advised us that we can move forward with public parking lot, but it was suggested we don't supply electricity, consider security cameras and work on a lease.
- Continue to work with Ronna on the Personnel Policy.

g.) Sheriff's Log – good.

h.) Ball Park Committee Report – nothing to report

UNFINISHED BUSINESS

- A. New Fire Hall Update
- B. Nuisance Properties/Citizen Complaints

NEW BUSINESS:

- A. **Audit Engagement Letter/Contract** – There was a name change from Clasen & Schiessl, CPA's LTD to Lakes Area CPA's, LTD. Will need to resign the contract.
- B. **Resolution Number 2026.1** – Resolution to accept the 2026 Fee Schedule into Ordinance, Ashley Wildman made a motion to approve the Resolution No 2026.1, Jon Trenne seconded. Motion carried.
- C. **Resolution Number 2026.2** - Resolution to Appoint Annual Designations, Jon Trenne made a motion to approve, Ashley Wildman seconded. Motion carried.
- D. **Resolution Number 2026.3** - Resolution to Approve Electric Fund Transfers (EFTs) – Ashley Wildman made a motion to approve, Jon Trenne seconded. Motion carried.
- E. **Resolution Number 2026.4** - Resolution to Authorizing Payment to HSA – Jon Trenne made a motion to approve, James Young seconded. Motion carried.

MISCELLANEOUS

REMINDER of UPCOMING EVENTS

- A. Council – please leave your computers on and plugged in for updates with Precision IT on 1/9/2026.
- B. Reminded Council - all documents should be signed on the night of council meeting before leaving.

ADJOURNMENT – Ashley Wildman made a motion to adjourn the meeting; James Young seconded. Motion carried.
Meeting adjourned at 9:16 PM

NOTES COMPLETED BY: Donna Eveslage 1/14/2026