

CITY OF CARLOS

REGULAR COUNCIL MEETING MINUTES

March 12, 2026

7:00 PM

City Hall – 109 1st St W, Carlos, MN 56319

Meeting available in person and via Zoom

1. Call to Order

Mayor Ronna Berghoff called the Regular Council Meeting to order at 7:13 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited at 7:13 p.m.

3. Roll Call

Present: Mayor Ronna Berghoff, Council Members Damon Bullock, Jon Trenne, and James Young

- Also Present: City Clerk Donna Eveslage, Fire Chief Colton Steidl-CFD, Jake Steidl-CFD, Public Works–Kalin Hacker, Jared Voge & Mitchell Lease-Bolten & Menk, Mark Luostari-Inspectron Inc., Cori Weinhandl-City of Nelson, Teresa Zwieg, Jackie Dokken,
- Attending via Zoom: no attendees

4. Approval of Minutes

The February 12th, 2026, Regular Council Meeting minutes were reviewed.

Damon Bullock made a motion to approve the minutes. Jon Trenne seconded the motion. Motion carried.

5. Petitions from the Public

The mayor requested petitions from the public.

Inspectron Inc., - Mark Loustari this was an informal question answer session to learn more about what Inspectron can do for us, best practices for building permit processes, etc. Council is concerned about a nuisance property/stop work order was put on the property, and now we learned that resident moving to another state...what happens to the building. Mark mentioned that this is when we should start talking to the attorney and contact Inspectron, Inc, at the point they can deem the building uninhabitable. Inspectron will review the property and report their findings which then are shared with the attorney and City of Carlos.

- Mark will review the building permit and provide update.
- Two things going on here are: 1) changing ownership and 2) changing occupancy, which means now everything must come from the new building code automatically. If resident is going to do anything to it or plans to sell it to someone else, you must bring the entire building up to code.
- If he plans to rent it, does the city have a rental ordinance in place? We don't have a Rental Ordinance which means the city will probably have to write one. If residents plan to rent a property, they must have a rental license to rent it. Which forces the resident to bring it up to code.

Reviewed the Building Permit Process – Once a permit is received, if we the City Clerk is comfortable with signing before submitting the permit to Inspectron, Inc. or if the City Clerk has questions about the Building Permit they should reach out to Mark or Mike to discuss the permit request. Once a permit is issued call the contactor or homeowner advising them the permit is at the City Office and ready for pickup, they must pay for that permit before releasing it, this should be on a YELLOW/ORANGE piece of paper and must be posted so it is visible from the street.

Nuisance Properties: Has someone complained about a property? You notify Inspectron Inc. they will go out looking at the complaint of the property if it is outside the home. As group we will need to send a letter advising the property owner of the complaint based on city ordinance and building code. The property owner has so many days to reply. If the property remains unchanged a second letter is sent again within a shorter time window get the issue resolved. Otherwise, we have started with other stuff such as unsafe building, maintenance not kept up with which is part of Chapter 1300 administrative rules (where they site that code and put it on the property owner's door). If we as group cannot get the issue resolved, we will get the attorney

involved at that point. Or if the city cleans it up, the cleanup fees can get assessed to their property taxes.

It was asked what Inspectron Inc does, do for us: They do all the building code enforcement, zoning, nuisance and rental properties, anything that gets built and/or changed they can get a permit to ensure it gets done right. The benefit for residents can lower insurance. When selling home realtors will ask about history of permits when doing repairs to your home. Timeliness isn't an issue because there are several inspectors in the area to ensure it gets done (ex. If we are asking for an inspection today, they would normally get it done within 24 hours)

What if city employees or council members see a project getting done without a permit: call Inspectron Inc. they will issue a STOP WORK order. It is state law that they cannot touch it until a permit is in place, this is per MN State Statute.

What should we be watching out for: Flippers are the biggest. Coyotes (are people who house individuals) in some pretty shady homes and some pretty unlivable conditions.

Inspectron Inc. – has a portal that is available for all the customers.

Virtual System is also available.

What do you charge the city – these services are included in the contract.

6. Reports of Officers, Boards, and Committees

a. City Treasurer Report

MARCH TREASURER REPORT

FEB 28 Balance City Checking Account:	\$315,121.95
FEB 28 Balance Saving Account at First Western:	\$455,083.38
FEB 28 Balance MPFA Debt Service Fund:	\$ 36,480.84
FEB 28 Bal CD#1242780 (Matures 3/18/26 3.96%):	\$214,208.52
FEB 28 Bal Old National Saving Account:	\$198,675.73
FEB 28 Bal Old National CD (Matures 2/15/26 4.05%)	\$305,091.01
Total City of Carlos Assets as of January 31st:	\$1,524,661.43
FEB 28 CFD Saving Account:	\$156,651.22
FEB 28 Outstanding Checks	(\$3,843.20)
TOTAL BALANCE	\$1,677,469.45

Receipts for February totaled: \$37,499.85 Disbursements for February totaled: \$58,916.76

MARCH 2026 CLAIMS 3109-3132 and check #12324-12349

Date	Vendor	Claim#	Check#	Amount
3/12/2026	Wayne Johnson	PTPW	12324	\$47.08
	Total			\$47.08
3/12/2026	Ace Hardware	3109	12325	\$12.98
3/12/2026	VOID	VOID	12326	0.00
3/12/2026	Alex Rubbish	3110	12327	\$125.79
3/12/2026	Bolten & Menk	3111	12328	\$549.00
3/12/2026	Brother's Market Stores	3112	12329	\$271.37
3/12/2026	D&D Distributing and Mfg	3113	12330	\$240.00
3/12/2026	Donna Eveslage	3114	12331	\$425.00
3/12/2026	Douglas Cty Demo & Landfill	3115	12332	\$17.55
3/12/2026	Douglas Cty Fire Chief's Assoc	3116	12333	\$100.00
3/12/2026	Douglas Cty Public Works	3117	12334	\$273.63
3/12/2026	Douglas Cty Sheriff's Office	3118	12335	\$928.20
3/12/2026	Gopher State One-Call	3119	12336	\$2.70
3/12/2026	H & L Mesabi Company	3120	12337	\$9321.00
3/12/2026	Kalin Hacker	3121	12338	\$189.80
3/12/2026	Lakes Area Excavating	3122	12339	\$260.00
3/12/2026	League of MN Cities	3123	12340	\$677.00
3/12/2026	LMCIT	3124	12341	\$2,297.00
3/12/2026	Maria Doucette	3125	12342	\$495.00
3/12/2026	Menards	3126	12343	\$123.35

3/12/2026	MN Department of Health Drinking Water	3127	12344	\$843.00
3/12/2026	MN Pollution Control Agency	3128	12345	\$505.00
3/12/2026	USPS	3129	12346	\$106.00
3/12/2026	Thornton, Dolan, Bowen, Klecker, & Burkhammer	3130	12347	\$105.00
3/12/2026	Tim Sukke	3131	12348	\$1,125.00
3/12/2026	Tri-State Pump & Control	3132	12349	407.48
	TOTAL			\$19,400.85

James Young made a motion to approve the Treasurer’s Report as presented and to authorize payment of claims numbers 3109-3132. Jon Trenne seconded the motion. Motion carried.

Ronna Berghoff questioned why we must pay the USPS for a PO Box. All businesses that have a PO Box must pay the annual PO Box fee.

First Western CD – renewal due date 3/18/2026, to renew the 6-month CD will be a rate of 3.53%. Jon Trenne made a motion to approve the 6-month CD, Ronna Berghoff seconded the motion. Motion carried

b. Fire Department Report: Fire Chief Colten Steidl

CARLOS FIRE DEPT. CALL LOG JANURARY 2026							
	<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	1	0	2	2	0	5	
FIRE RESCUE	0	0	0	0	0	0	

- Jon Trenne had a question regarding Personal Protection Fire Gear, what is cost.
 - \$4000/fireman – for pants, jacket, helmet and boots
 - \$15,000/fireman – for complete fire protection to entire a burning building (this price includes the air pack, mask, etc) these are shared items
 - Colten commented that CFD will need to look for at least 3 complete sets

c. Engineer’s Report: Jared Voge

- Mitchell Lease introduced, he is a project manager with Bolten & Menk, he will be helping Jared with the upcoming projects.
- PPL Applications for Lead Service Line Replacement and New Elevated Storage Tank (Water Tower) were submitted this afternoon (3/12/2026) to department of Health. Normally it takes a few months to hear back, guessing sometime between September-November 2026.
- 2026 Street Improvement plans will be brought to the April Meeting for authorization. Jared will not be present at the April Meeting; Mitchell will be here. He will have a resolution which authorizes the advertisement for Street Improvement for the City of Carlos in the newspaper. Once authorized, they placed the advertisement, take the bids, and put together a report of the placed bids to council for consideration, whether to award the project to one of those contractors.
 - Jared explained the sealing coating process – guessing they will break the project into 3 sections.
 - County isn’t sure they will be participating in the sealing county project.
 - Potholes will be patched prior to the seal coating project.
- Staff were in town doing drone footage to make sure we had all the measurements for the street projects.
- Ally Project is still scheduled for this spring with Lakes Area Excavating.
 - Jon inquired about having a conversation with Herby’s about fixing the gravel in there back

of their building. Kalin will talk with Jeff about fixing the back parking lot.

d. Public Work Report: Kalin Hacker

- Influent Sampling of the Wastewater
- He was at the Rural Water Conference last week (March 3-5)
 - Talked with KLM about a water town inspection
 - a. Jared Bolten & Menk advised us that he had quotes on repairs of the water tower and it was decided it was too expensive to move forward.
 - b. He also mentioned that an inspection was done by McQuire at that time, everything looked.
 - c. He suggested we do not waste the money on an inspection because this current water town is over 70 years old and just needs to be replaced. 1) the possibility of lead paint 2) foundations are crumbling 3) tower does not have safety precautions.
- Alleys are in ruff shape, will need to work Tim Sukke to have them graded
- Gravel removed from the park and Randy Steidl property, we need to remove that. I found a sweeper for rental to clean this up.
- Ottertail is putting in their distribution line this summer.
- No update on the snowflake pricing yet.
- Their Wells yearly inspection of the pump & motor, it is recommended that they be checked every 3 years or so. Roughly \$4500 to do both.

e. Clerk's Report: Donna Eveslage

Utility Billing

- Water meters were read on *February 28, 2026*, and utility bills were mailed on *March 6, 2026*.
- *Three (3) disconnect notices* were issued on 3/10/2026.

Environmental Center – Pope/Douglas Solid Waste Management

- *Clean Up Day* has been scheduled for *May 30, 2026*, from *8:30 a.m. to 11:00 a.m.*

2025 City Audit

- The *2025 audit* is progressing well and is currently in the *final review stage*.
- The audit summary presentation is tentatively scheduled for the *April 9 Council Meeting*, to be presented by *Jordan White* with *Lakes Area CPAs*.

Records Management

- Work has begun on *cleaning and reorganizing filing cabinets and office furniture* in preparation for the upcoming office remodel.
- *Teresa* has been assisting in reviewing older records and determining retention requirements in accordance with the *General Records Retention Schedule for Minnesota Cities*.
- Documents that have exceeded their retention period are recorded on the **2026 Record Destruction Report** and disposed of by **shredding or burning**, as appropriate.

IT – Precision I.T. Solutions

- Precision I.T. confirmed that moving the *council area/equipment* should not present any issues.
- They will also be available to assist with preparing office equipment and workstations for the *upcoming remodel*.

Newsletter

- Drafted **City newsletter** has been created. Council's feedback and suggestions are welcome.
- The goal is to include the newsletter with the **April utility bills** when they are mailed.

Personnel Policy

- Work continues the *review and update of the City Personnel Policy*.

Upcoming Absence

- Vacation Notice: I will be out of the office *April 12–19* and returning *April 20*.
- I will also be out *April 22–23*, with a tentative return to the office on *April 24*.

f. Sheriff's Log – Looks good.

- g. Ball Park Committee Report** – Alex Irrigation will do all

7. Unfinished Business

- a. New Fire Hall Update** – Carlos Township did not pass their Levy to be able to do new plans with Ringdahl Artheitics. JPA group will meet on 3/23/2026 in the future of the JPA, where the CFD goes from there.
- b. Nuisance Properties/Citizen Complaints** – Nothing to report at this time, we will work with Inspectron Inc to assist with letters. Suggested once the weather is nicer the council do their drive through town.
- c. Painting the Office** – scheduled for April 12th – 18th, they will be redoing the drywall and paint.

8. New Business

- a. 2027 Donations Request** – Alexandria Public School Community Education program. Jon Trenne made a motion to approve donating \$1838.00 to APSCE program. James Young seconded the motion. Montion carried.
- b. City of Carlos Community Cleanup Day** – May 30th from 8:30-11AM, will work with the Carlos Lions
- c. City of Nelson** – inquiring about coverage & possible rate for coverage within the city limits.
 - Cori Weinhandl as the City of Nelson is looking for bids because the price keeps going up. They have had limited calls in the past 10 years they have had one fire call. City of Osakis is currently the fire department responding to the calls.
 - Donna will call the county to get the tax base which is needed for the calculation and Osakis Fire Department to get their call log. The formula is calculated based on tax based and call volume.
 - Looking for Fire and Medical coverage. So, what that means to you is we will do everything except for transport.
 - Advised her that there could be attorney fees and additional start up fees, once established they would just be the annual Protection Fees.
 - There would also need to be an inspection of the wells. Get Donna the last reports on flow rates, water capacity, etc. and everything at the well house.
 - Tiffany - cityofnelson@yahoo.com
 - Discussed city limits
 - Nuisance Properties – City of Nelson mentioned they adopted a similar ordinance that Alexandria has which lists your in violation of this ordinance and states you have 10 days to get it cleanup. Which eliminates a lot of legal fees. If the city cleans up, they have to file with the courts and the judge signs off and it assessed to the property taxes.
 - RECEIVED A CALL FROM SEAH GAY ON 3/18/2026 – THEY ARE GOING TO WITHDRAW THE REQUEST AT THIS TIME FOR FIRE COVERAGE QUOTE

9. Miscellaneous

- a. Orderly Annexation Agreement** – allows cities and townships to negotiate the term and conditions for immediate or future annexations. More research and details to come after a discussion on 3/23/2026 with the JPA CFD group.
 - Possible annexation areas could be Lien Property, work with Real Deal Property, and explore other areas within the township.
 - Including the MN Statutes Sec 414.0325 this was printed and shared with the council for review.
 - Research costs for expansion of a town, Bolten & Menk, will help with this process.
- b. Municipal Cannabis Store** – I created a spreadsheet showing Cannabis Options Overview for Private verses Municipal.
 - Discussion on gram insurance and the cost of that.
 - Clerk will advise Cloud9 that we are in the position at this time.
- c. Council Vacancy** - discussed the need to appoint an individual to fill the vacant council position.
- d. Council Attendance** – Discussed and stressed the importance a council member responsibility and commit of be a councilmember. You must be on time for a meeting, if you're going to be more than 15 minutes late don't come.
- e. Office Back Door** – could we look at replacing it with one of the old doors (Bru Contracting), suggested we reused the door.

10. Reminder of Upcoming Events

- a. Council members were reminded to leave their computers powered on and plugged in for scheduled updates with Precision IT on February 13, 2026.

11. Adjournment

Motion: Damon Bullock made a motion to adjourn the meeting. Second: Jon Trenne. Vote: Motion carried.

The meeting adjourned at 9:34 p.m.

Notes completed by:

Donna Eveslage
March 18, 2026