

## MINUTES of: City of Carlos

Meeting was available to be attended in person or over Zoom.

City Hall/ Office, 109 1<sup>st</sup> St W Carlos, MN 56319 Thursday, September 11th, 2025 @ 7:00 PM

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, Damon Bullock, James Young and John Trenne were present. In attendance: Josh Sinning, Todd Burgess, Teresa Zwieg, Jackie Dokken City Clerk Donna Eveslage, Fire Chief Colton Steidl, Jared Voge with Bolton & Menk, Public Works Kalin Hacker. Attendance via Zoom were Sarah Swedburg with Bolton & Menk, Katie Bullock and Justin Kurtz.
- **Meeting Minutes from August 14th, 2025, were reviewed.** Damon Bullock made a motion to approve the minutes; Ashley Wildman seconded. Motion Carried.
- **Mayor requested Petitions from the Public:**
  - Josh Sinning – Owns the building on 217 Main Ave
    - i. Came with a business plan for Microbusiness which has the square footage of 2000-2500 to make this a grow site.
    - ii. Estimate this will employee 3-5 people
  - Advised Josh that we are working on updating the Zoning Ordinance to include Cannabis and Cannabis Event Language. Will have a public hearing prior to the October 9<sup>th</sup> meeting, which is open to the public, will be published in the Echo Press.

### REPORTS OF OFFICERS, BOARDS AND COMMITTEES:

#### a.) City Treasurer Report

##### SEPTEMBER TREASURER REPORT

AUG 31 Balance City Checking Account:	\$176,592.50
AUG 31 Balance Saving Account at First Western:	\$446,831.88
AUG 31 Balance MPFA Debt Service Fund:	\$ 76,496.79
AUG 31 Bal CD#1242780 Matures 9/18/2025 (4.10%):	\$209,870.80
AUG 31 Bal Bremer Saving Account:	\$495,975.69

**Total City of Carlos Assets as of JUNE 30<sup>th</sup>:** **\$1,405,767.66**

JUL 31 CFD Saving Account:	\$150,849.73
JUL 31 Outstanding Checks	(\$5,620.93)

**Receipts for AUGUST totaled: \$30,809.66 Disbursements for AUGUST totaled: \$137,468.37**

##### CLAIMS 2958-2980 SEPTEMBER 2025

Date	Vendor	Claim#	Check#	Amount
8/21/2025	Douglas County Abstract Company	2958	12152	\$30,794.48
8/29/2025	Wayne Johnson	Payroll	12152	-
9/10/2025	ACE Hardware	2959	12153	\$49.99
9/10/2025	Alex Rubbish	2960	12154	\$125.82
9/10/2025	Bolten & Menk	2961	12155	\$310.00
9/10/2025	Alexandria Technical College	2962	12156	\$1,035.00
9/10/2025	Brother's Market Stores	2963	12157	\$526.32
9/10/2025	MN Department of Health	2964	12158	\$554.00
9/10/2025	Douglas County Auditor/Treasurer	2965	12159	\$154.00
9/10/2025	Douglas Cty Sheriff's Office	2966	12160	\$901.20
9/10/2025	D&D Distributing and Mfg	2967	12161	\$240.00
9/10/2025	Department of the Treasury	2968	12162	\$677.17
9/10/2025	Donna Eveslage	2969	12163	\$90.35
9/10/2025	Gopher State One-Call	2970	12164	\$4.05
9/10/2025	Hawkins	2971	12165	\$167.50

9/10/2025	Immense Impact LLC	2972	12166	\$737.00
9/10/2025	Jim & Judy's 1 Stop	2973	12167	\$92.70
9/10/2025	Johnson Jet-Line, Inc	2974	12168	\$5,128.72
9/10/2025	Kalin Hacker	2975	12169	\$50.02
9/10/2025	Menards	2976	12170	\$21.62
9/10/2025	NAPA	2977	12171	\$11.38
9/10/2025	RMB Environmental Laboratories, Inc	2978	12172	\$20.00
9/10/2025	Thorton, Dolan, Bowen, Klecker	2979	12173	\$440.00
9/10/2025	USA BlueBook	2980	12174	\$78.75
	<b>TOTAL</b>			<b>\$42,210.07</b>

Jon Trenne made a motion to approve the Claims Report; Damon Bullock seconded. Motion carried.

**b.) Fire Department Report: Fire Chief Colten Steidl**

CARLOS FIRE DEPT. CALL LOG June 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>
<b>MEDICAL</b>	<b>1</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>16</b>	
<b>FIRE RESCUE</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	

- **Attendance Policy** – Advising council will be bringing back the Attendance Policy after Fireman Business (9/15/2025).

**c.) Engineer's Report: Jared Voge**

- Drainage concern on the alley between Carlos Event Center and Herby's, water drainage doesn't infiltrate well due to soil compaction on the east side of the event center.
    - Suggested two options for updating the alley
      - Option A – French Drain
      - Option B – Infiltration Basin
- Ashley Wildman made a motion to update the alley with Option B (Infiltration Basin), James Young seconded. Motion carried.
- Will start the process this fall and see how it progresses. Kalin & Jared will facilitate with Herby's about the ally.

**d.) Public Work Report: Kalin Hacker**

- Tree trimming is about half done.
- Johnson Jet-Line worked on the south side of town during the end of August; no major issues were found.
- The weeds were sprayed at brown shed and baseball field.
- Worked with sheriff department as someone dumped brick and rocks off at the City Dump.
- Working on getting a quote Venco for the Generator, Ellingson's quoted \$72,716.00 which was way more than expected.
- Taking vacation on following:
  - October 3-5
  - October 24-29
  - November 21-December 1
- Mowing is going well.

**e.) Clerk's Report: Donna Eveslage**

- Meters were read on 9/2/2025, bills sent out on 9/4/2025.
- Discussed account #453 as their water usage was way up from previous months. We originally noticed an issue on 7/31/2025 as the water usage was a bit higher at the time. PW worker had reread the meter, advising resident of a possible leak, advising them to do the same. During the month of August resident water usage was 44,088 gallons (which was read 9/2/2025). Resident ask if the city would consider waiving part of the



fees,

Council decided that water excess should be paid by the homeowner, we did our due diligence to warn the homeowner at the time the meter was reread.

- Requesting a new cabinet for the bathroom. Spray for spiders, boxelder and Asian beetle bugs. Ashley Wildman made a motion to approve that we spray the City Hall for spiders and bugs, and to purchase a cabinet for the bathroom. Damon seconded. Motion carried.
- Building Permits were discussed as there were few residents in town that did not obtain a permit. It was decided that the City Clerk will send a letter advising the residents that a permit is needed.

f.) **Sheriff's Log** – looked good, no concerns.

g.) **Ball Park Committee Report:**

- Carlos Baseball Association redid the infield.

#### **UNFINISHED BUSINESS**

- A. **New Fire Hall Update** next JPA meeting is September 22<sup>nd</sup>, 2025. Multiple businesses were asked to submit bids for the firehall. Carlos Township Levy passed to cover current expenses, but no new spending was approved.
- B. **Nuisance Properties** – None to report
- C. **Lead Service Line Update** - Deadline 10/30/2025. There are about 50 residents that have not responded to LSL. Emails and postcards were sent out the first week of September asking these 50 residents to comply.

#### **NEW BUSINESS**

- A. **Zoning Ordinance Amendment to include Cannabis (draft)** – Sarah did an overview of the Cannabis Ordinance, will update the ordinance regarding light. **Cannabis Ordinance Maps** were reviewed and discussed; it was approved we used the 250ft map that outlines the regions of the potential microbusiness. **Cannabis Event Language** is separate from the Zoning Ordinance; this allows a Cannabis microbusiness to hold one event per calendar year but no more than four days. **Example of Notice of Public Hearing on Cannabis** – Sarah will provide an updated example to use to publish in the newspaper. Jon Trenne made a motion to approve the Cannabis Ordinance, Ashley Wildman seconded. Motion carried.
- B. **Resolution – Fee Schedule Ordinance Amendment** – will discuss at the next meeting
- C. **West Central Initiative** – Donation of \$500.00 will be made in March 2026. It was also agreed upon that we would donate to YMCA - \$500.00 and Community Education - \$500.00 for 2026.
- D. **Bremer Bank CD** – Ashley Wildman made a motion to roll \$300,000 in a CD at Bremer for 5 months with the rate of 4.05%, Damon Bullock seconded the motion. Motion carried.
- E. **First Western CD** – James Young made a motion to roll over the current CD for another 6 months at the rate of 4.00%, Damon Bullock seconded the motion. Motion carried.

#### **MISCELLANEOUS**

A.

#### **REMINDER of UPCOMING EVENTS**

- A. Council – please leave your computers on and plugged in for updates with Precision IT on 9/12/2025.

**ADJOURNMENT** – Ashley Wildman made a motion to adjourn the meeting; Damon Bullock seconded. Motion carried.  
Time at 9:07 PM

NOTES COMPLETED BY: Alona Eveslage